



CASCADIA COLLEGE BOARD OF TRUSTEES

Wednesday, October 19, 2022



October 10, 2022

Dear Board of Trustees and Campus Community:

The school year has gotten off to a successful start. Parking lots are (almost) full, classrooms are fuller than they have been, campus coffee shops are open, and there is a buzz around campus. Our Convocation Day went well, opening week activities were well-attended, I've attended the first all-state Presidents' meeting of the year, and I have begun taking new employees to coffee to get to know them and welcome them to Cascadia.

We certainly continue to develop new ways of conducting our business. I appreciate that functions like HR and Finance are becoming more routine. We are learning and starting to master hybrid technologies. And, we will need to continue to think about the recruitment and retention of our employees in our new environment.

Overall, we're off to a good start. And, finally, I'd like to draw your attention to this article recently written about our co-located campus. We are fortunate to have such great partners in UWB and with Mahlum Architects: <https://www.djc.com/news/co/12151732.html>

Since my last letter, here are some of my activities:

Campus

- Coffee For Three (with new employees) (x7)
- Foundation (x2)
- Navigators (x1)

Community / State

- City of Bothell (x2)
- OneRedmond (x1)
- WACTC President's Meeting
- Bothell-Kenmore Chamber of Commerce (x2)
- Guided Pathways Meeting
- Together Center Tour in Redmond

UWB

- UWB Monthly Meetings (x1)

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.

HUMAN RESOURCES/ PAYROLL

- In collaboration with Student Learning, HR and Payroll implemented the board approved 2022-23 pay increases and contracts for faculty, including 47 Full-Time Faculty and 68 Adjunct Faculty contracts effective in the fall quarter.
- Four newly promoted full-time employees began in new positions in September; 3 additional offers were processed for full-time employees starting in October and November. The HR team continues to be busy with recruiting throughout the fall quarter, with 8 searches currently running (5 Exempt, 3 Classified).
- The HR team, in partnership with hiring managers, Payroll, IS, and Finance, onboarded over 40 new and rehired student and part-time hourly employees with start dates in September and early October. This is a huge lift for our small but mighty team, especially as many of us are still learning new pieces of our roles.

FINANCE

- The team is identifying current bank activity and student payments received. We are closely partnering with CLA to help the team catch up on the September-October backlog with our bank reconciliations.
- Student financial fiscal analysts partnered with enrollment services and International Programs to resolve fall tuition related queries and status of payments and processing of wire transfers.

INFORMATION SERVICES (I.S.)

- Information Services staff attended Jumpstart Orientation, International Programs Orientation and several sections of English Foundations classes to assist students in person with getting their accounts setup for use.
- Additionally, I.S. received calls, emails or requests from approximately 200 students during the month of September for support with their Cascadia Network Account or their Canvas login. Overall, Cascadia has 2,312 active student email accounts of which 1,127 had their password reset in the month of September alone.
- I.S. also received 65 requests from students to borrow laptops for coursework this quarter. Last year, in September, I.S. received only 39 requests for laptops in September. This is a significant increase in demand and I.S. will spend time over the next quarter to determine a path to make sure we can continue to meet this demand.
- Students weren't the only patrons at the I.S. Help Desk in September, as the team also fielded 420 requests from Faculty and Staff, resolving just over 380 of them in the same timeframe.

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

OFFICE OF EQUITY AND INCLUSION

Two sessions of the Foundations of E&I Course will begin this week! Both sessions are full and by the end of this course, more than half of the Cascadia community will have completed this work. Also, Executive Director, Chari Davenport was accepted in to the Leadership Eastside Program. Leadership Eastside promotes connections, develops and enriches leaders, and is a catalyst for communities to address important issues and meet the challenges of a diverse and dynamic region. Chari is looking forward to discussing Cascadia and its community throughout the program.

DIVERSITY AND EQUITY CENTER

We are excited to report that we are working with CMST 150 and COLL 101 faculty on events connected to their curriculum in the Center. The response has been wonderful and there will be a lot of students / faculty in an out of the Center this academic year. The Center staff helped to create two events in October – new faculty, Victor Begay, offered a presentation on Indigenous People’s Day titled: Columbus Day Legacy on October 10 in Mobius Hall at 12noon. Also, Director of Accessibility and Support Services, Bryan Fauth will facilitate a discussion / event titled, Disability in Society: Recognizing Disability Awareness Month in the Center on October 24 at 1pm. We will continue this wonderful energy throughout the academic year.

CASCADIA SCHOLARS

Fall term will begin with 28 scholars – we had 16 last fall (2021). We are delighted with this increase and will look forward to adding more scholars in Spring 2023. We also added new mentors this year. Scholars will work with their mentors all term and will utilize the new EAB Navigate system for communication as well as assessment. In addition, we have created a Canvas classroom for our Scholars where we will place a variety of information from updates to resources. The Cascadia Scholars team will also work with Guided Pathways to help capture student voice – this is vital for underrepresented and marginalized communities. We are looking forward to a good year!

STUDENT SUCCESS SERVICES

- **Student Accessibility Services:** Over the summer, Student Accessibility Services (SAS) rolled out a new accommodation management system, Accommodate. Accommodate features a variety of tools which allows SAS to better track and manage accommodation requests. Students and Faculty now have their own "Accommodate Portals" which is one-stop hub where they can request (students) or approve (faculty) accommodations. With last year's increase in accommodation requests (13% increase compared the 2020-21) this has made a huge difference in ensuring SAS is providing equal access to students in a timely manner.
- **Student Life:** Our student orientation program known as Jumpstart was offered as a two-day program where students could attend either day. It included a Keynote speaker and then three different options to meet with different resources before the first day of school. We had 175 students attend the program, which was exciting to see as we had 109 students attend last year's program.
- **Guided Pathways:** Navigate is the Cascadia's student success management system which connects students to campus supports. Beginning fall 2022, Cascadia students are using Navigate to make and manage appointments with academic advisors and access their advising notes. Faculty are also able to connect students in need of additional support to advisors and the Bock Learning Center using the Early Alert function. Over the next year, Navigate will provide students access to an academic planner where students can plan their education plan based on the pathway maps and provide Cascadia with predictive analytics to identify students who may benefit for additional support
- **Student Financial Services (SFS):**
 - High School Financial Aid Nights are being requested as the FAFSA/WASFA opened October 1st, for the 2023-24 academic year. SFS has been presenting in both English and Spanish and serving the following high schools: Cedarcrest High School (2 events), Bothell High School, and Inglemoor High School.
 - The SFS office will work to award the remaining HEERF funds this fall quarter, in the amount of \$401k.
 - SFS has created a new process to identify students who added Cascadia's school code to their FAFSA/WASFA, but have not yet applied for admissions. These students are now receiving direct contact from our Admissions Specialist with information on how to apply to Cascadia.

INSTITUTIONAL EFFECTIVENESS (IE)

- IE delivered two development sessions during Opening Week. The first session was held in a computer lab where participants toured the Data Portal, our new "one stop shop" for data access. The second session presented instructors with an introduction to the course evaluation technology tool including how to videos resources.
- Over the summer IE and Learning Technology installed the New Course Evaluations. The questionnaire is 75% shorter and the new technology integrates with Canvas for a seamless experience and improved completion rates. An important goal for the new system was to increase the completion of course evaluations. Historically student completion rates were 17%-19%. This summer's "pilot" of the new system saw a 55.5% completion rate! IE and Learning Technology will be working with faculty to improve the use of course evaluation data.

COMMUNICATION/OUTREACH/MARKETING

Communication

Woodinville Weekly published [Cascadia's media release](#) about the college's big strides in diversity and equity in learning and the new American Indian and Indigenous Studies courses. The President's [Welcome to Fall 2022](#) video was posted to the Cascadia College YouTube Channel.

Outreach

Cascadia's Outreach team is in full force connecting with 220 leads in September, including the Fall Counselor Workshops (on campus and on Zoom). Social media has seen growth in September: Instagram has 2.37% more followers, and 38.15% more engagement from followers (likes, shares, tags).

Marketing

Marketing requests have been in abundance with the quarter's start. The team produced an Information Technology-specific poster for Prof/Tech and computer science programs as well as emergency procedures flip books for the classrooms. New Program Assistant-Web, Micah Cave was hired, trained and is now managing web help request tickets. Work is continuing on the [Student Spotlight Stories](#) video series on YouTube.



FACILITIES AND CAPITAL PROJECTS

The Skybridge is under construction and expected to reopen in November with ADA adjustments. The expected move-in date for STEM4 is Fall 2023, as planned, with classes beginning in Winter Quarter 2023-24. Currently, the new name of the building is being discussed. The CC5-Gateway building is in the design phase. Funding for it will likely be approved from the legislation in the 2023-2025 biennium. Furniture and new technology are being installed in the Redmond Together Center which is on track for a move-in date in Spring 2023.

INTERNATIONAL PROGRAMS

IP welcomed a group of 58 new international students for Fall 2022. This is more than double the number of new students since Fall 2021. Recruitment activities for the next year are back in full swing: IP participated in recruitment fairs in Brazil, Taiwan, Vietnam, the Philippines, Indonesia, and Japan in September and October. Kudos to the entire team for conducting a successful Fall 2022 orientation and assisting students so that they are well-prepared to start a new academic year and experience best that American college life has to offer!

From the Director of Foundation Operations, Mark Collins:

CASCADIA COLLEGE FOUNDATION

As summer winds down, September's pace for the Foundation slows a bit – and our focus shifts from program delivery toward more administrative matters. That said, program output over the summer was robust.

- Disbursed \$19,000 in scholarship dollars to 13 students and scheduled disbursements of \$60,000 to 55 students for fall quarter
- Awarded \$11,000 in emergency grants to 12 students – tripling our output from last summer
- Provided \$1,600 in transportation assistance to 16 students from the College and Career Foundations program

Administrative highlights include:

- Kicked off planning for this fall's Employee Giving Campaign with Cascadia's Communications and Marketing team. We look forward to announcing the campaign later in November and kicking-off the campaign on #GivingTuesday, November 29.
- Wrapping up the 2022 Annual Report to the Community project and will publish the digital version in the next few weeks – followed by a print edition.
- Implementation phase for our new donor management system nears completion. We are ready to get started with configuration of data lists and custom field sets that will ensure uniform record creation; setting up third party integrations like on-line donations; and beginning the long and tedious task of cleaning old data to ensure we have accurate records and can provide the best possible analysis for our fundraising efforts.
- Continue to prepare new Board members for success. Board orientations represents the next to the last step in welcoming new Board members.
 - Onboarding meetings with Justin Gillebo and Ross Thomas
 - Arranging for special introductions at Board's October 28th meeting.
- Preparations continue for welcoming our new Executive Director, Brittany Caldwell, to help her hit the ground running.
- Transitioning responsibilities held by our Development Specialist, Ketra Embleton, to Mark and Larissa before she joins Student Learning and Success Services as Kerry Levitt's new Manager of Administrative Operations.



Board of Trustees Meeting Agenda

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

Regular Meeting
Wednesday, October 19, 2022
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, October 19, 2022
4:00 p.m.**

AGENDA

1. CALL TO ORDER (4:00pm)

2. CONSENT AGENDA

- Meeting Agenda
- Minutes from last meeting – Sept 28, 2022

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
- Introduction of EAB Members (BR)

5. INFORMATION ITEMS

- None

6. DISCUSSION & PRESENTATION ITEMS

- 1) Faculty Focus (KL)
- 2) Open Public Meetings Act (AAG LS)
- 3) 10th Day Enrollment Report (KL)
- 4) Monthly Finance Report (JB)

- 5) Recruitment / Retention Update (MW)

7. RECOMMENDED ACTION ITEMS

- 1) Risk Management Policy (MW)
- 2) Transforming Lives Nomination (EM)

8. OTHER REPORTS

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

9. OTHER BUSINESS OR ANNOUNCEMENTS

10. NEXT MEETING

- Next regularly scheduled Board meeting is Wednesday, November 16, 2022

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 28th 2022

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

BOARD OF TRUSTEES

Chair Mike Kelly, Vice Chair Dr. Colleen Ponto, Dr. Meghan Quint, Norman Seabrooks and Angie Hinojos present.

EXECUTIVE STAFF

Dr. Jashoda Bothra, Chari Davenport, Dr. Kerry Levett, Megan Walker, and Dr. Eric Murray present. Lana Smith (AAG) present.

Lily Allen-Richter (recorder) present.

GUESTS

AREA REPRESENTATIVES

CCCFT Representative – David Shapiro, Senior 2 Tenured Founding Faculty present.
Student Representative – London Paris, EAB Advocacy Chair present.
WPEA Representative – Tonio Shimono, WPEA Member present.

AUDIENCE

Mark Collins, Becky Riopel, Lyn Eisenhour, Joella Bennet-Gold, Erik Tingelstad, Elizabeth Englund, Shawna Pitts, Victor Begay, Michael Abay, Raldy Mariano, April Brink, Allen Flaa, Kimia Ghanbeigi, Deann Holliday, Myles Cabanos, Kristina Young.

1. CALL TO ORDER

Board Chair Mike Kelly called the meeting to order at 4:03PM

2. CONSENT AGENDA

Board Chair Mike Kelly asked for approval of the consent agenda. Trustee Dr. Meghan Quint moved to approve the consent agenda. Board Vice Chair Dr. Colleen Ponto seconded the motion. All in favor, the consent agenda was approved.

3. PUBLIC COMMENTS

None

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

- Victor Begay, FT Tenure-Track Faculty and Tribal Liaison
- Michael Abay, Database Administrator- Information Services
- Myles Cabanos, Program Coordinator- Student Financial Services

5. INFORMATION ITEMS

Enrollment Report

In addition to the information provided in the Board packet, below are some highlights:

- At three weeks until the start of the term, FTE for Fall 2022 is down 10.2% (-151.9 FTE) compared to last fall.
- This Fall's enrollment is down 42.9% (-1,006.0 FTE) compared to 2019, a year that reflected pre-pandemic enrollment patterns.
- Predicted: Using an average comparison for the past five weeks, FTE is projected to be down 13% from last Fall, but it could be stronger.

Comment/Questions:

Thank you for all the detailed information in the packet, Kerry.

Policy Overview

Eric will be sending additional information to the Board to begin reviewing Policies and Procedures.

Comment/Questions:

N/A

E&I Legislative Bill Update

In addition to the information provided in the Board packet, below are some highlights:

- In May of 2021, the Washington State Legislature enacted Senate Bill 5227 relating to diversity, equity, inclusion, and antiracism at institutions of higher education. Included in that Bill (section 3) is the requirement for all colleges to conduct campus climate assessments (CCAs) and campus listening and feedback sessions.
- Each college must submit a plan by July 1, 2022 overviewing their plan and progress on their implementation.
- CCA findings must also be posted on your college website.

Action Plan 2022-2023:

Term	Action	Owner(s)	Outcome(s)
Summer 2022	Identify CCA tool(s) for students and employees	E&I Council Work team	<ul style="list-style-type: none"> • Identify Tool • Develop implementation plan
September 2022	Review student success disaggregate outcome data		<ul style="list-style-type: none"> • Identify gaps, gates, and barriers
Fall 2022	Launch the Community Voices (strategic plan initiatives: Scholars, Diversity & Equity Center, student leaders, and other	EDEI, Guided Pathway Assoc. Dean, Director IE	<ul style="list-style-type: none"> • Capture qualitative feedback) to dive deeper in the student and employee experience to supplement quantitative data.
Fall 2022	Deploy CCA tool(s)	Director IE	<ul style="list-style-type: none"> • Capture climate data
Fall 2022	Focus October DIA or drop-in services to discuss data	EDEI	
Winter 2023	summarize feedback, draft actions for 23-24 strategic plan	EDEI	
Spring 2023	Review impact/outcomes of 22-23 E&I strategic initiatives.	EDEI	

Comment/Questions:

- Thank you for creating this.
- Why is this something we haven't had to talk about?
 - Because we are on it. The goals and missions are fulfilled, they have been sent to SBCTC and they are on the webpage for people to review.
- One of the goals was culturally appropriate cultural outreach- Cascadia Scholars. DEI definitions on the webpage.
- Is there a post review 2-3 years out to provide metrics
 - Probably, this was a special allocation. We had to complete one compliance report. This is tied to our strategic plan too.

Guided Pathways Update

In addition to the information provided in the Board packet, below are some highlights:

- Pillar 1: Create clear curricular pathways to employment and further education.
- Pillar 2: Help students choose and enter their pathway.
- Pillar 3: Help Students stay in their path.
- Pillar 4: Ensure that learning is happening with intentional outcomes.

Global Projects

Student Voices

- In collaboration with the Equity and Inclusion department, student focus groups, ongoing collection of student feedback will be collected throughout the 22-23 Academic Year to drive the work of Guided Pathways.

Communication

- Ongoing forums, workshops, and training will be developed to ensure that the campus is in the loop of the success of Guided Pathways transformation.

Website Redesign

- Publish Areas of Interests with clearly defined Program Maps linked to career and transfer outcomes.
- Easy to navigate application processes, with clear onboarding steps to CORE, Jumpstart, advising milestones, and College 101.

Comments/Questions:

- The apparent success is really positive. Kudos to you and everyone at Cascadia.
- This is tied to our strategic plan.
- Data admin will help us to be less reactive and become proactive.

Strategic Plan Update

In addition to the information provided in the Board packet, below are some highlights:

Notes for the 2022-2023 Addendum

Status Definitions for Initiatives

- Transitioned to operational or completed: These are initiatives, actions, or programs that were initiated in 2021-2022 and are either completed or now considered operationalized, as part of our regular practice.
- Continued: These are initiatives, actions, or programs that were initiated in 2021-2022 and were not completed due to specific reason (noted in the plan) and continued for this year.
- New: These are initiatives, actions, or programs that were identified as what matters most to positively influence our mission metrics for this coming year.

Enrollment recovery vs. SEM

- Like many of our community colleges, throughout the pandemic Cascadia College has experienced enrollment decline, especially with systemically non-dominant students.

Consequently, we have adopted Enrollment Recovery as our enrollment approach. Enrollment Recovery conveys a sense of urgency for enacting initiatives to retain our current students, reconnect with those who have left, and purposely introduce our College to communities we have not yet met.

Comments/Questions:

- I appreciate everything you've done. The structure is so strong. BRAVA!

6. DISCUSSION/PRESENTATION ITEMS

Monthly Finance Report: FY 22-23 September Update

In addition to the information provided in the Board packet, below are some highlights:

	22-Aug	Sep-22
REVENUES - Operating Budget	FY22 Actuals	FY23 Projections
SBCTC Allocation	\$ 13,800,000	\$ 14,483,127
Tuition	\$ 8,270,000	\$ 8,108,067
Preliminary Revenue	\$ 22,070,000	\$ 22,591,194
EXPENSES - Operating Budget		
Preliminary Expenses	\$23,870,000	\$24,879,630
REVENUES (minus) EXPENSES		
Deficit	\$ (1,800,000)	(\$2,288,437)

Financial Training Roadmap:

- Cash/Bank Recon – October
- Successful Fiscal Monthly Close – Mid-November
- Complete FY21-22 Fiscal Audits – October-November
- Budget Tracking & Planning Services – December

Joella:

We've made a checklist, monthly, quarterly and annually. It is the first time we have a scope of what we are doing. It helps us identify training gaps. Who is doing what and when. Clear expectations have been created and we are processing documentation via step-by-step processes.

Comments/Questions:

- Eric: Thank you Jashoda, Joella and the team. Congrats and thank you!
- Any concerns that the parking money allotted will be short?
 - We did not estimate the student part-time hourly correctly. We will be roughly \$10,000 over. But, Becky has additional funds in her student budget that we could use, but we need to make sure we can cross fiscal years.

Academic Program Update

In addition to the information provided in the Board packet, below are some highlights:

The following chart overviews the status and actions required by the Trustees.

Program	Credential	State Status	NWCCU Status	BOT Action	Notes
ETSP - Environmental Technologies and Sustainable Practices	AAST	Deactivation	Deactivation effective July 1, 2022	Information Only	We must have an associate degree affiliated with our BAS in Sustainable Practices to offer the degree.
“Watershed management”	AAST			Requires approval	Erik Tinglestad is developing a new AAST focused on watershed management. Target activation year: 23-24
Computer Science	BS	Approval in progress	Approval in progress	Requires approval	This is a consortium program. We are waiting for the program colleges to complete documentation for approval. Target activation year: 23-24

Degrees: **AAST** - Assoc. in Applied Science – Transfer; **BAS** – Bachelor of Applied Science; **BS** – Bachelor of Science

Resources: [Cascadia academic programs website](#)

Comments/Questions:

- Note to bring the bulletin board up to date.
- For the computer science is it shared curriculum and funding?
 - Yes, common courses and sharing of resources. There are still some decisions that need to be made.
 - Our foundation embraced funding for this track to kick-start enrollment for this program.

7.RECCOMENDED ACTION ITEMS

2022-2023 Election of Chair and Vice Chair

Chair Mike Kelly asked for approval of the recommendation that Vice Chair Dr. Colleen Ponto will be the 2022-23 Chair of the Board and Trustee Dr. Meghan Quint will be the 2022-23 Vice Chair of the Board. Trustee Angie Hinojos made a motion to approve Vice Chair Dr. Colleen Ponto as Chair of the Board and Trustee Dr. Meghan Quint as the Vice Chair of the Board for 2022-23. Trustee Norman Seabrooks seconded. All in favor, no abstains.

2022-2023 Legislative Action Committee BOT Rep (1st Read/Action)

Chair Mike Kelly asked for approval of the recommendation that Trustee Angie Hinojos will be the Legislative Action Committee BOT Representative for Cascadia College for 2022-23. Trustee Norman Seabrooks made a motion to approve Trustee Angie Hinojos as the Legislative Action Committee BOT Representative for Cascadia College for 2022-23 and Vice Chair Dr. Colleen Ponto seconded. All in favor, no abstains.

2022-2023 Sub-Committee Membership (Finance, Strategic Planning, Recruitment)

Chair Mike Kelly asked for approval of the recommendation that the following Trustees are assigned to the Finance, Strategic Planning & Recruitment Subcommittees:

- Finance Subcommittee- Mike Kelly & Dr. Meghan Quint
- Strategic Planning- Norman Seabrooks & Dr. Meghan Quint
- Recruitment/Retirement- Dr. Colleen Ponto & Angie Hinojos

Vice Chair Dr. Colleen Ponto made a motion to approve the above subcommittee assignments and Trustee Angie Hinojos Seconded. All in favor, no abstains.

2022-2023 School District Assignments (Lake Washington, Northshore & Riverview)

Chair Mike Kelly asked for approval of the recommendation that the following Trustees are assigned to the Lake Washington, Northshore & Riverview School Districts for attendance at the Board meetings:

- Lake Washington- Norman Seabrooks
- Northshore- Dr. Meghan Quint & Dr. Colleen Ponto (backup)
- Riverview- Angie Hinojos & Mike Kelly (backup)

Vice Chair Dr. Colleen Ponto made a motion to approve the above school district assignments and Trustee Angie Hinojos Seconded. All in favor, no abstains.

2022-2023 BOT Meeting Date Change

Chair Mike Kelly asked for approval of the recommendation that the June 2023 Board meeting be moved from the 21st to the 14th. Vice Chair Dr. Colleen Ponto motioned to approve the June 2023 Board meeting be moved from the 21st to the 14th. Trustee Norman Seabrooks seconded. All in favor, no abstains.

REPORTS

Cascadia Events & Advocacy Board (EAB): London Paris Advocacy Board Chair, was present and wanted to share information on what is happening on campus over the next few weeks. The Annual jumpstart orientation happened over two days instead of just one. 121 students came the first day and 53 students came the second day. The ARC carnival is happening now, which is a Joint event with UWB. Finally, in a few days we are having the involvement fair to talk about clubs and resources.

Cascadia Community College Federation of Teachers (CCCFT): Tenured Founding Faculty, David Shapiro had nothing to report, but glad to be back on campus, it is great to see our students.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Tonio Shimono represented the WPEA, but wanted to share they had concerns about the 3 positive reports of COVID after Convocation, no action required, but WPEA wanted to note that. Thank you for the free parking and the bonuses.

Chair and Individual Board Members Reports:

- Trustee Angie Hinojos wanted to say how much of a positive and great atmosphere Cascadia is. This is wonderful and thank you President Murray for your leadership.
- We have two new trustees, OPMA new trustees training from Lana Smith will happen at

- the next meeting which will take about 10-15minutes.
- Chair Mike Kelly said how much he has enjoyed being the chair this past year. It has been wonderful working with you all.

President's Report:

- I am continuing to monitor things with the Office of the Superintendent of Public Instruction that may impact College in the High School, and will update the board as needed.
- Meeting format-logistics and philosophy. We have decided to hold meetings in-person so we can embrace being back on campus. Looking to the board to give guidance. Should we embrace the hybrid modality?
 - Colleen would like to embrace the hybrid modality. Participation is more important.
 - We would really like to not burden the staff.
 - The OWL really eliminates the tech issues.
 - The in-person meeting is great.
 - We will circle back about this for the next meeting.

6. OTHER BUSINESS/ANNOUNCEMENTS

There were no other announcements.

7. MEETING ADJOURNMENT

Chair Mike Kelly adjourned the regular meeting at 5:25pm.

8. Minutes Approved and Adopted on October 19th, 2022.

Mike Kelly, Board Chair

Attest:

Dr. Eric Murray, President
Bdminutes09282022

Cascadia College Board of Trustees
NEW EMPLOYEES and/or PROMOTIONS

Subject: New Employees and/or Promotions

Background:

The Board has requested to be introduced to 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:

Angela Jin, Administrative Assistant 3

Angela comes to us most recently from working with AmeriCorps and United Way of King County as a Benefits Hub Coach, so she already has experience on both the UWB and Cascadia Campus serving our students.

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

- Donna Sullivan, Executive Assistant to College Operations Manager
- Andrea Angel-Hilgendorf, Nonpermanent FS1 to Permanent Fiscal Specialist 2

The Cascadia Events & Advocacy Board (EAB) is a group of student leaders who plan events and advocate for Cascadia College students and their community. EAB is committed to social justice, sustainability, and creating inclusive events for all Cascadia students.

- Fernanda Armas Galin – Programming Chair
- London Paris – Advocacy Chair
- Daria Natsagdorj – EAB Coordinator
- Aqdas Tanweer – EAB Coordinator
- Pedro Alonso-Medina – EAB Coordinator

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject:

Justification:

Faculty Focus items highlight the efforts of individuals and teams of faculty members working in and beyond the classroom.

Background:

Last year, a group proposed developing and installing a pandemic memorial. The Board approved the project and funding. The first phase of the Pandemic Memorial work is nearly complete.

- The artwork commissioned using Board approved funds is going to the Art and Industrial Foundry for red powder coating, and
- the Talking Wall will collect the student voices early Fall quarter before being sent out for laser cutting, with an expected completion and installation around the new year.

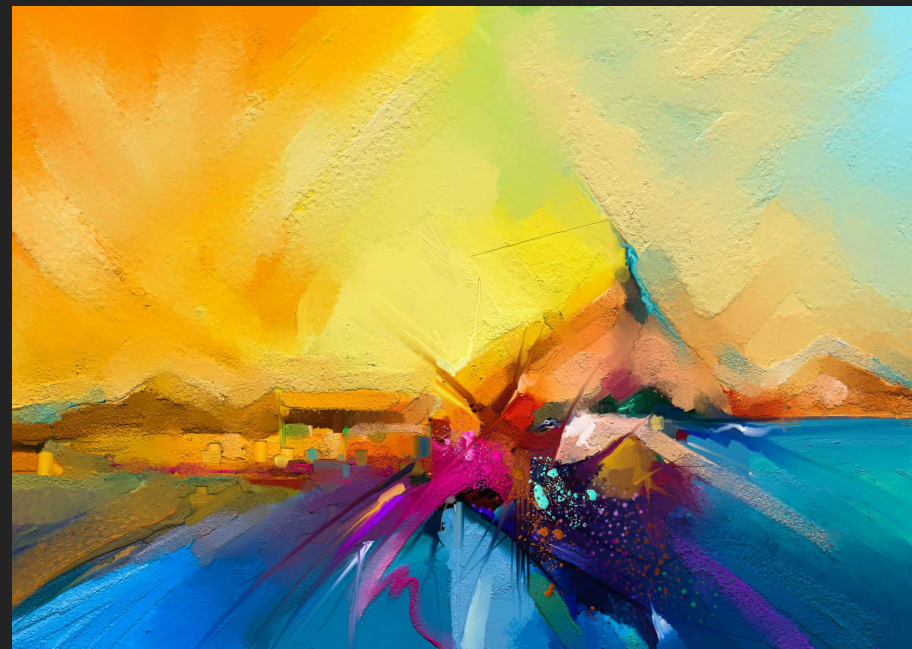
Discussion:

Chris Gildow, Tenured Senior 1 – Art, will present an overview of the project and work completed to date. Chris is available to answer questions regarding the project.



Art at Cascadia— Highlights of the Coming Year

Art Gallery Updates



Francesca Udeschini

Ephemeral Constructs

Oct. 10, 2022 - Nov. 3, 2022

*Mobius Art Gallery
Cascadia College*

Gallery Hours: Mon.-Thurs. 10am - 4pm

Artist Talk: Wed. Oct. 19, 2022, 11am - 12pm

Reception: Fri. Oct. 21, 2022, 6pm - 9pm

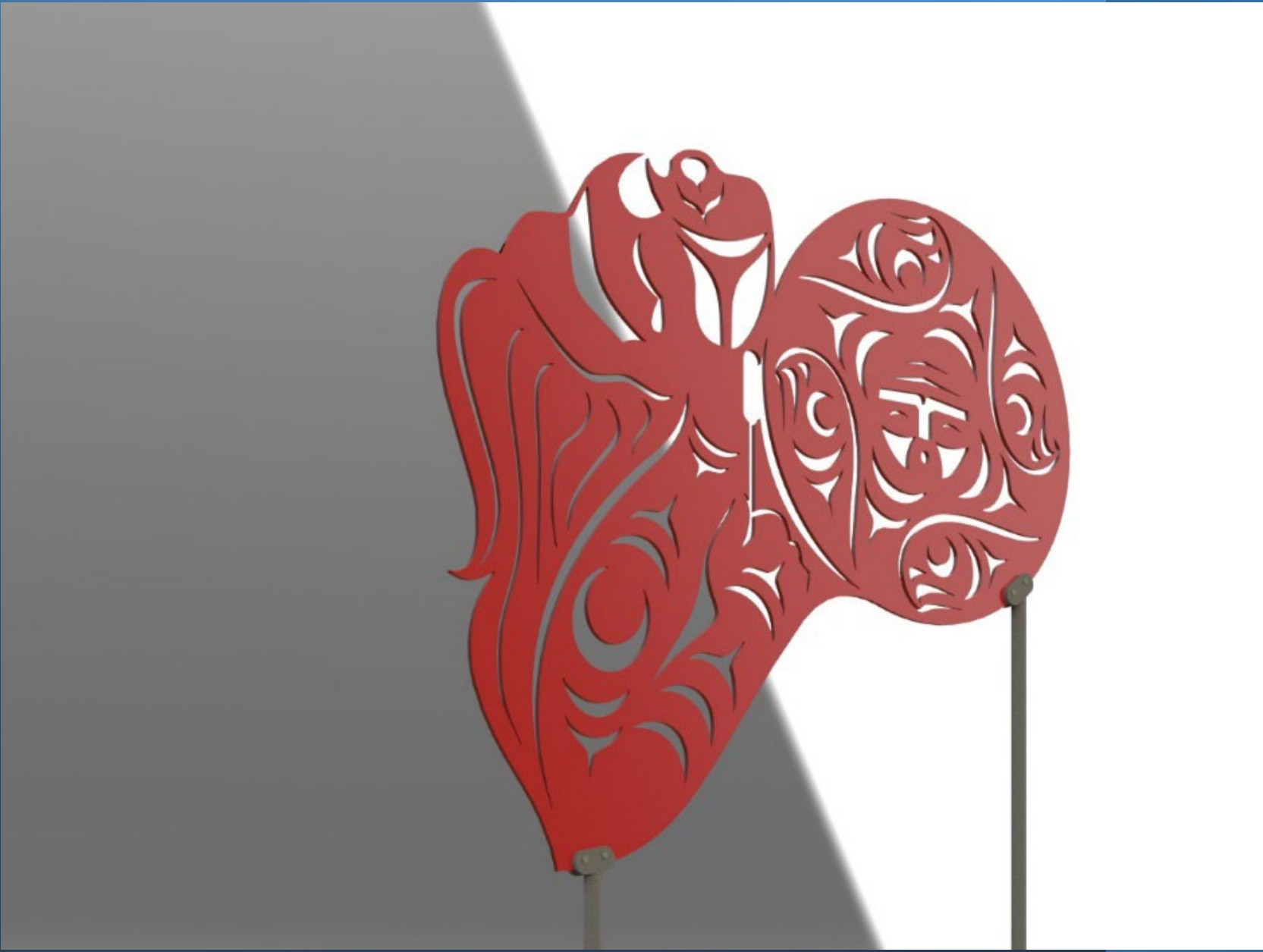
Ephemeral Constructs

Ephemeral Constructs is an exhibition by artist Francesca Udeschini inspired by the meticulously built but inevitably transient webs of orb weaver spiders. Francesca's work investigates themes of transformation, mortality and impermanence in connection to the human experience.

Mobius gallery will host three more art exhibitions this academic year, in November, February and April.

Pandemic Memorial Updates













Cascadia College Board of Trustees
Discussion/Presentation Items

Subject: Open Public Meetings Act Overview

Justification: New Board members must have an OPMA training in the first ninety (90) days of their service while existing Board members must have a review every five (5) years.

Background: Given that there are two new Trustees and that it has “been a while” since the last OPMA workshop was held for existing Trustees, Assistant Attorney General Lana Smith will provide an overview workshop.

OPEN PUBLIC MEETINGS

RCW 42.30

CASCADIA BOARD OF TRUSTEES

AAG Alana Smith

October 2022

Legislative Declaration

"The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know."

RCW 42.30.010

OPMA Definitions

- “Public Agency”—any state agency or educational institution created by statute.
- “Governing Body”—the multimember policy-making board of a public agency or any committee thereof acting on the board’s behalf.
- “Action”—the transaction of official business. Includes not only “final action,” but also any deliberations, discussions, reviews, evaluations.

Three Basic Rules

- All “meetings” of the governing body shall be public and open to all persons.
- No governing body shall take any action except in an open public “meeting.”
- No governing body at any “meeting” required to be open to the public shall vote by secret ballot.

When Is There a “Meeting”?

- A “meeting” is any meeting at which “action” is taken.
- Remember “action” includes “discussion” of official business.
- The Board of Trustees takes “action” by a majority of its members.

So a “Meeting” Occurs . . .

- Whenever three or more trustees are together discussing official College business.
- Includes “study sessions,” workshops, retreats, dinner meetings, legislative meetings.
- Avoid “phone trees,” informal “polling,” or email chain discussions involving multiple trustees.

Executive Sessions— Real Estate & Public Contracts

- Purchase or sale of real estate when public knowledge would likely have an adverse effect on price.
- Reviewing negotiations on performance of publicly bid contracts when public knowledge would likely increase cost.
- Final action must be taken in open session.

Executive Sessions— Personnel Matters

- Receiving and evaluating complaints against a public officer or employee.
- Evaluating the qualifications of an applicant for public employment or the performance of a public employee.
- Final action hiring, setting salary, or disciplining an employee must be taken in open session.

Executive Sessions— Litigation

- Discussing actual or potential litigation with College legal counsel when public knowledge is likely to result in adverse legal or financial consequence.
- Potential litigation means (1) specifically threatened, (2) reasonably anticipated, or (3) legal risks of a proposed action or current practice.

Executive Sessions— Collective Bargaining

- OPMA does not apply at all to collective bargaining matters.
- Board may meet in Executive Session to consider matters relating to contract negotiations, grievances, or interpretation of a labor agreement.

Executive Sessions— Procedure

- Board Chair must publicly announce the purpose for the Executive Session and when it will conclude.
- Executive Session may be extended to a stated later time by further public announcement.
- Compliance monitored by State Auditors.

Penalties for Violations

- Any action taken in violation of OPMA shall be “null and void.”
- Each trustee who attends a meeting with knowledge of an OPMA violation shall be personally liable for \$500 civil penalty for first violation, \$1000 for subsequent violation.
- College liable for prevailing party’s attorney fees and court costs.

Cascadia College Board of Trustees
Discussion/Presentation Items

Subject: Fall Quarter Enrollment Update

Justification: Each quarter the Board of Trustees reviews the enrollment as of the tenth (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 and provides the foundation for understanding our enrollment pattern for the academic and fiscal year. This data will be “hot off the press” and was not available to include by the packet deadline.

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

CASCADIA COLLEGE

BOTHELL • OUR COMMUNITY'S COLLEGE

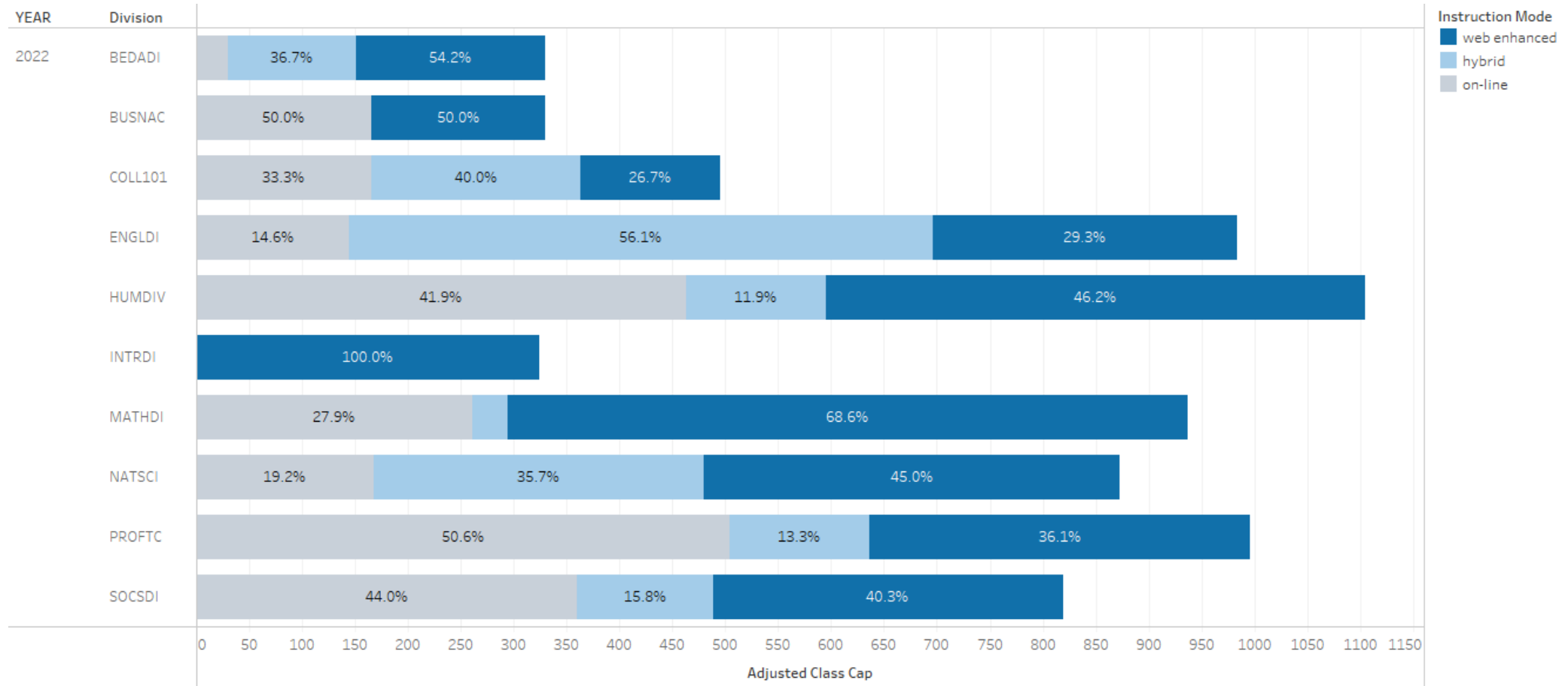
Fall 2022 Enrollment Update

Office of Institutional Effectiveness

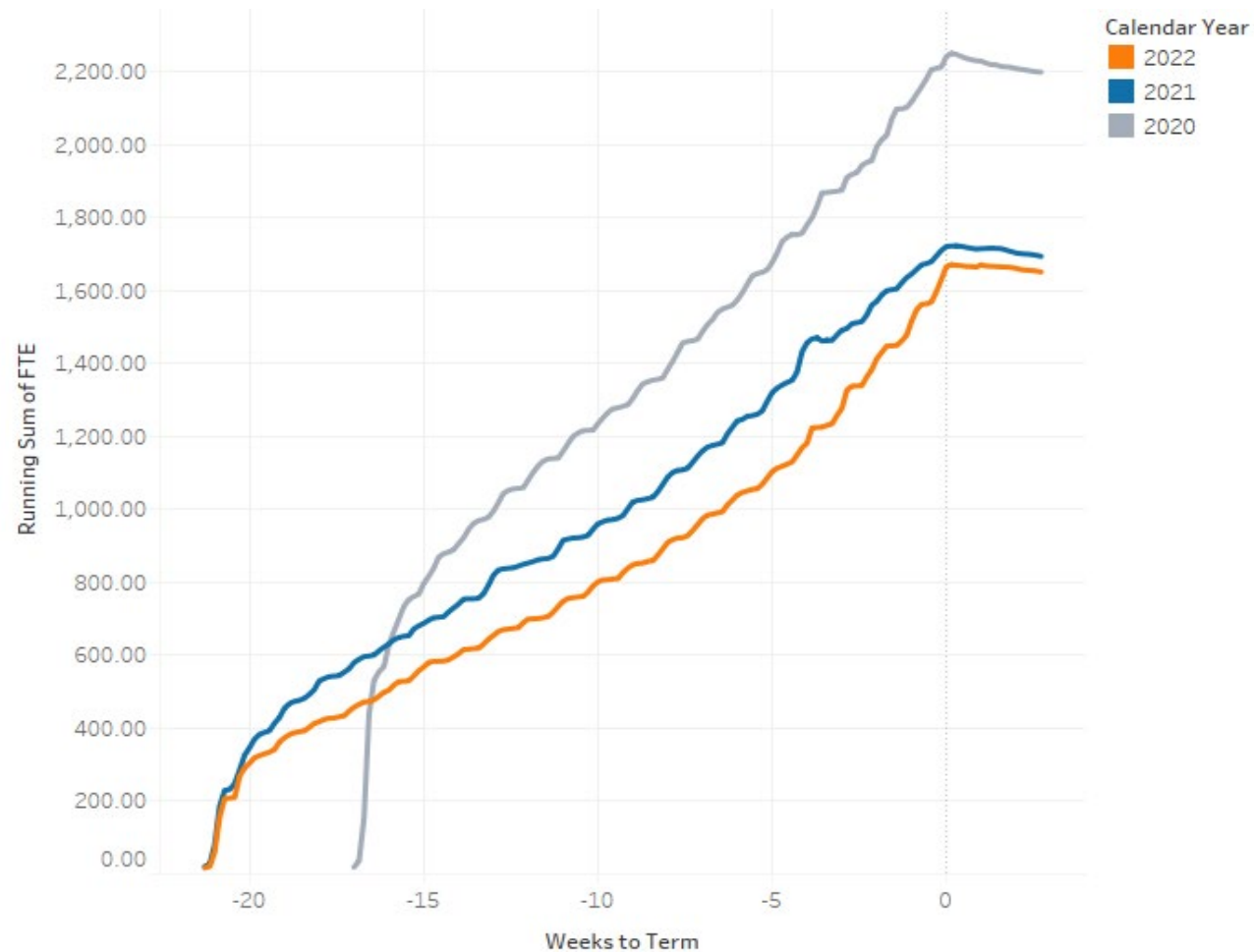
10/18/2022

Instruction Mode by Division

Division total seat capacity by percentage of instruction mode, Fall 2022



Total FTE Fall 2020 - 2022

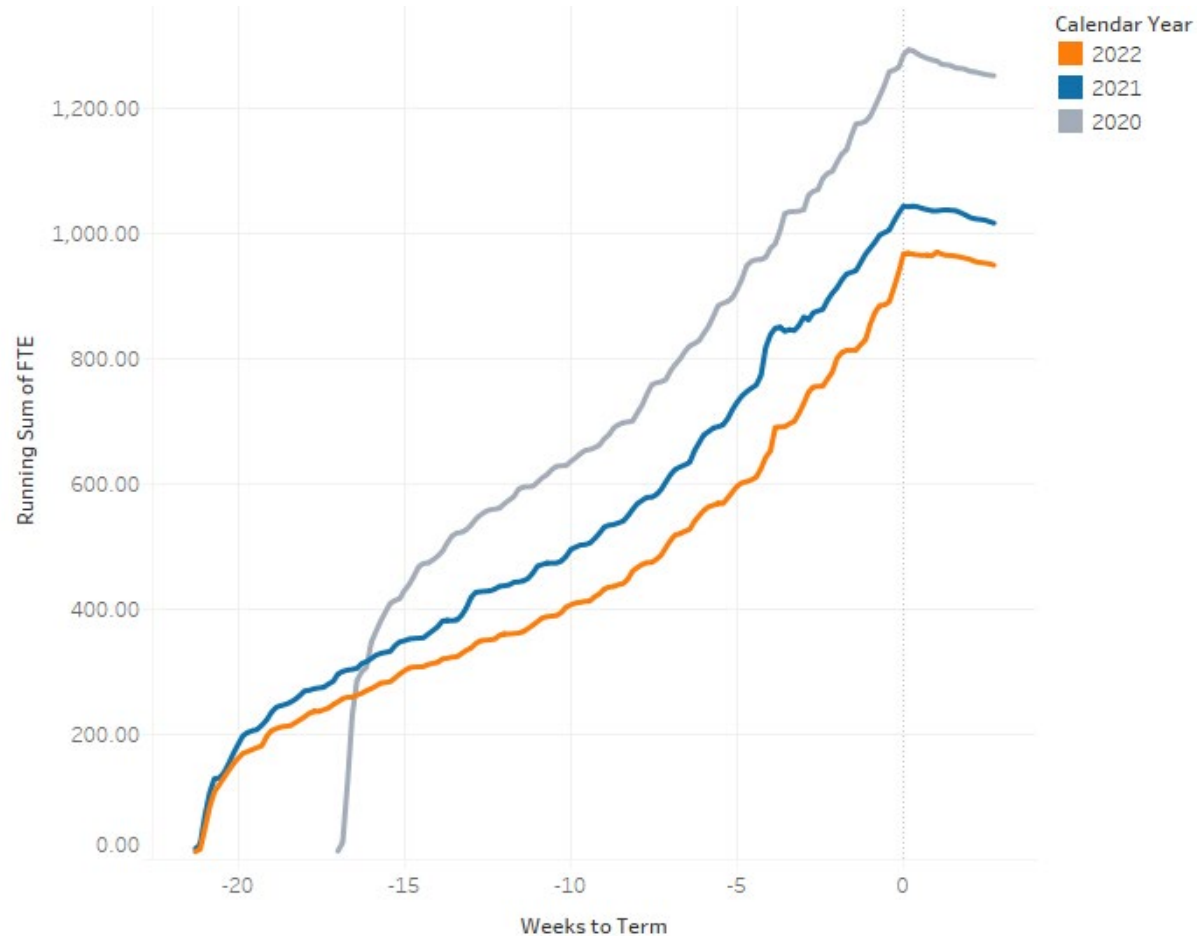


TOTAL FTE

Fall 2022 total enrollment is **down -2.5%** from last year.

This is a *significant* improvement over the -22.9% drop from the previous period, Fall 2020 to Fall 2021.

State Supported FTE Fall 2020 - 2022

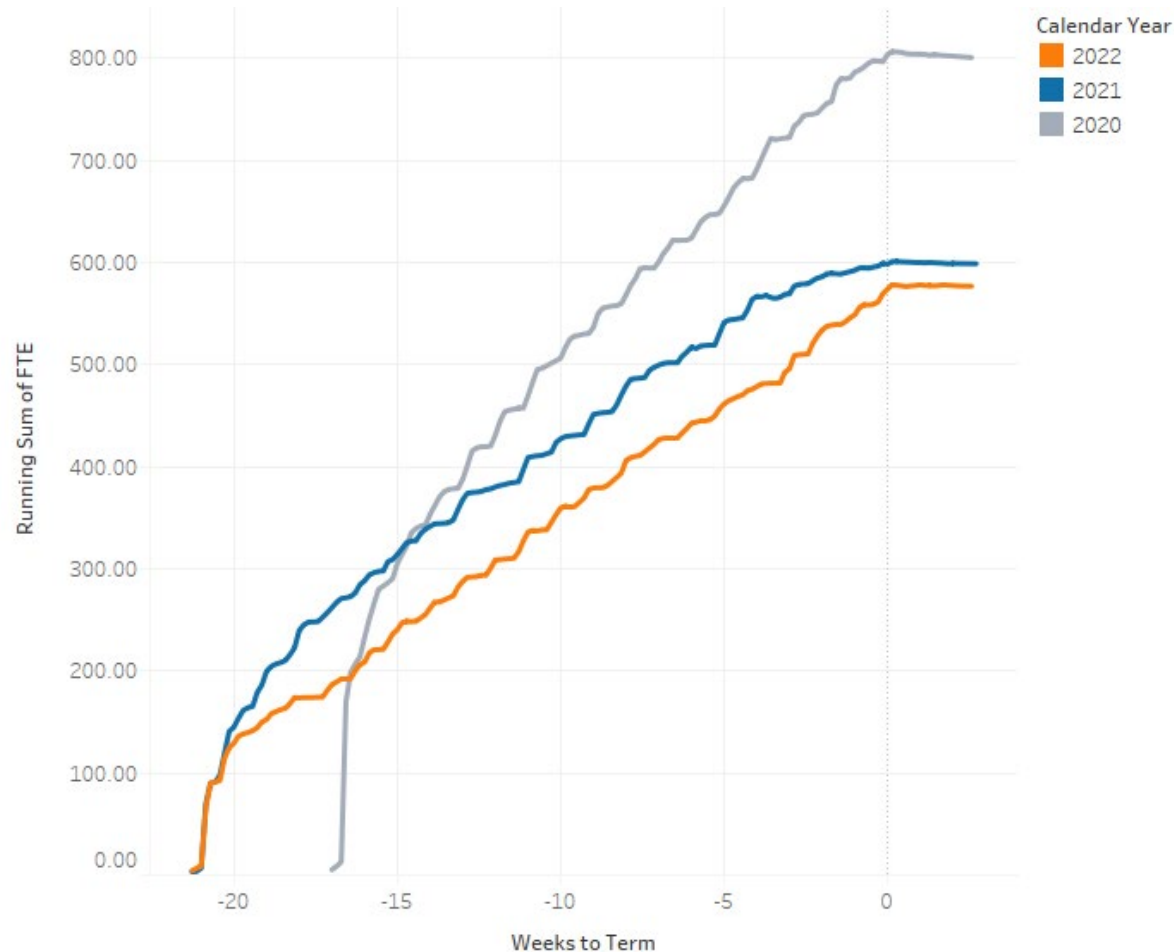


STATE SUPPORTED FTE

Fall 2022 State Supported FTE is **down -5.9%** from last year.

This is a *significant* improvement over the -18.8% reduction from Fall 2020 to Fall 2021.

Running Start Fall 2020 - 2022



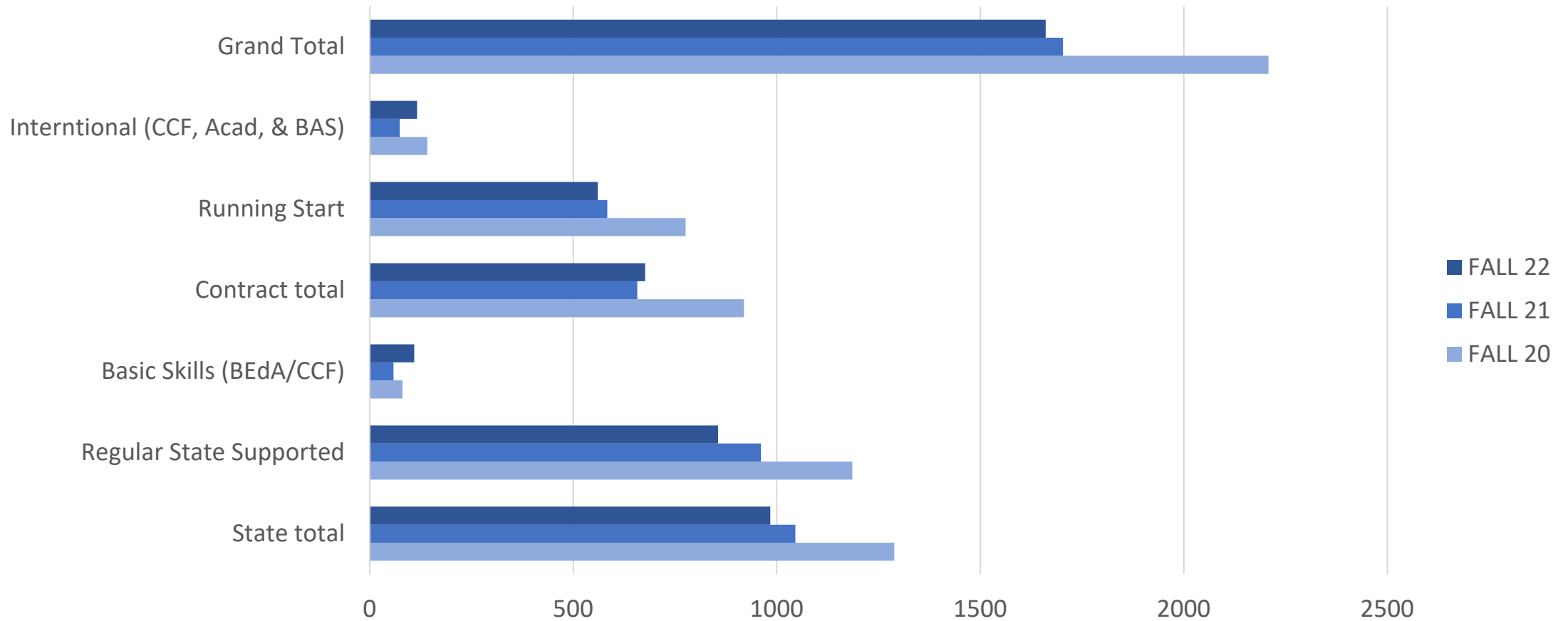
RUNNING START

Fall 2022 Running Start enrollment is **down -3.9%** from last year.

This is a *significant* improvement over the **-24.8%** drop from Fall 2020 to Fall 2021.

New Running Start FTE this Fall was up **+25.8%** (+69 FTE) over last Fall

FTE by *Kind of Enrollment* Fall 2020 - 2022



Cascadia College Board of Trustees
Discussion/Presentation Items

Subject: Monthly Finance Report: FY22-23 October Update

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

Background: Jashoda Bothra will share key financials including revised revenue projections based on 10th day enrollment (Oct 12th) numbers from the Fall quarter. The report will include the current status of any approved expenses from our local reserve funds.

CASCADIA
COLLEGE

ADMINISTRATIVE SERVICES

Monthly Finance Update



October 19th 2022

www.cascadia.edu

		Student Count				
Funding Source	Enrollment Type	SMR 22	FALL 22	Winter 23	Spring 23	FY22-23 Annual
State		342.35	1544.31	1297.22	1158.23	4342.10
	Regular State Supported	254.02	855.90	718.96	641.93	2470.80
	Basic Skills (BEdA/CCF)	59.06	109.32	91.83	81.99	342.20
	Upper Division Bachelor of Applied Science (BAS)	1.87	18.99	15.95	14.24	51.04
	Running Start ¹	27.40	560.10	470.48	420.08	1478.06
Contract						
	International (CCF, Acad, & BAS)	43.30	117.82	98.97	88.37	348.45
	Int'l (ELP/CCF) sub-tl	12.00	37.32	31.35	27.99	108.66
	Int'l Academic sub-tl	31.30	79.17	66.50	59.38	236.35
	Int'l Upper Division BAS sub-tl	0.00	1.33	1.12	1.00	3.45
Additional Fees						
	elearning & Technology Fee					
Total		385.65	1662.13	1396.19	1246.59	4690.55

Enrollment Projections

- Based on Full Time Equivalent (FTE) student counts aligned to our enrollment data reports.
- The Fall enrollment actual numbers were used as a basis to adjust for Winter (84%), Spring (75%) projections.
- Does not account for students that may enroll more/less credits.



Funding Source Enrollment Type		Overall FY22 Revenue
State		\$ 5,987,224.75
	Regular State Supported	
	Basic Skills (BEA/CCF)	
	Upper Division Bachelor of Applied Science (BAS)	
	Running Start ¹	
Contract		
	International (CCF, Acad, & BAS)	\$ 1,192,799.30
	Int'l (ELP/CCF) sub-tl	
	Int'l Academic sub-tl	
	Int'l Upper Division BAS sub-tl	
Additional Fees		
	elearning & Technology Fee	\$ 469,055.38
Total		\$ 7,649,079.42

Tuition Projections

- Running start revenue of \$2.1M included in Resident (State) Tuition of \$5.9M
- Contract tuition includes S&A, elearning & Technology fees.
- Tuition revenue excludes the lab course fees.



	Sep-22	Oct-22	What Changed
REVENUES - Operating Budget	22-23 Summer	22-23 Revised	Sep vs. Oct
SBCTC Allocation	\$14,483,127	\$14,483,127	0%
Tuition (State & Running Start)	\$6,803,411	\$5,987,225	-13.6%
Tuition (International)	\$958,309	\$1,192,799	19.7%
Other (fees & contract)	\$346,347	\$534,055	35.1%
	\$22,591,194	\$22,197,206	-1.8%
EXPENSES - Operating Budget			
Anticipated	\$24,879,630	\$24,879,630	
Expected Adjustments (HEERF)			
	\$24,879,630	\$24,879,630	
REVENUES (minus) EXPENSES			
	(\$2,288,437)	(\$2,682,424)	-1.6%

Revised Tuition Revenue Based on Enrollment Numbers

One time relief: \$1.5M deficit aligned with use of HEERF Stimulus Funds.

Deficit of \$1M+ is what we need to solve for this year and next 3+ years.



Are the expenses matched to the source funds (e.g. grants, allowances, shared costs) to ensure optimal use of every dollar we receive/earn?

What institutional knowledge can you share to help finance identify and promptly book the one-time revenue to cover related expenses?

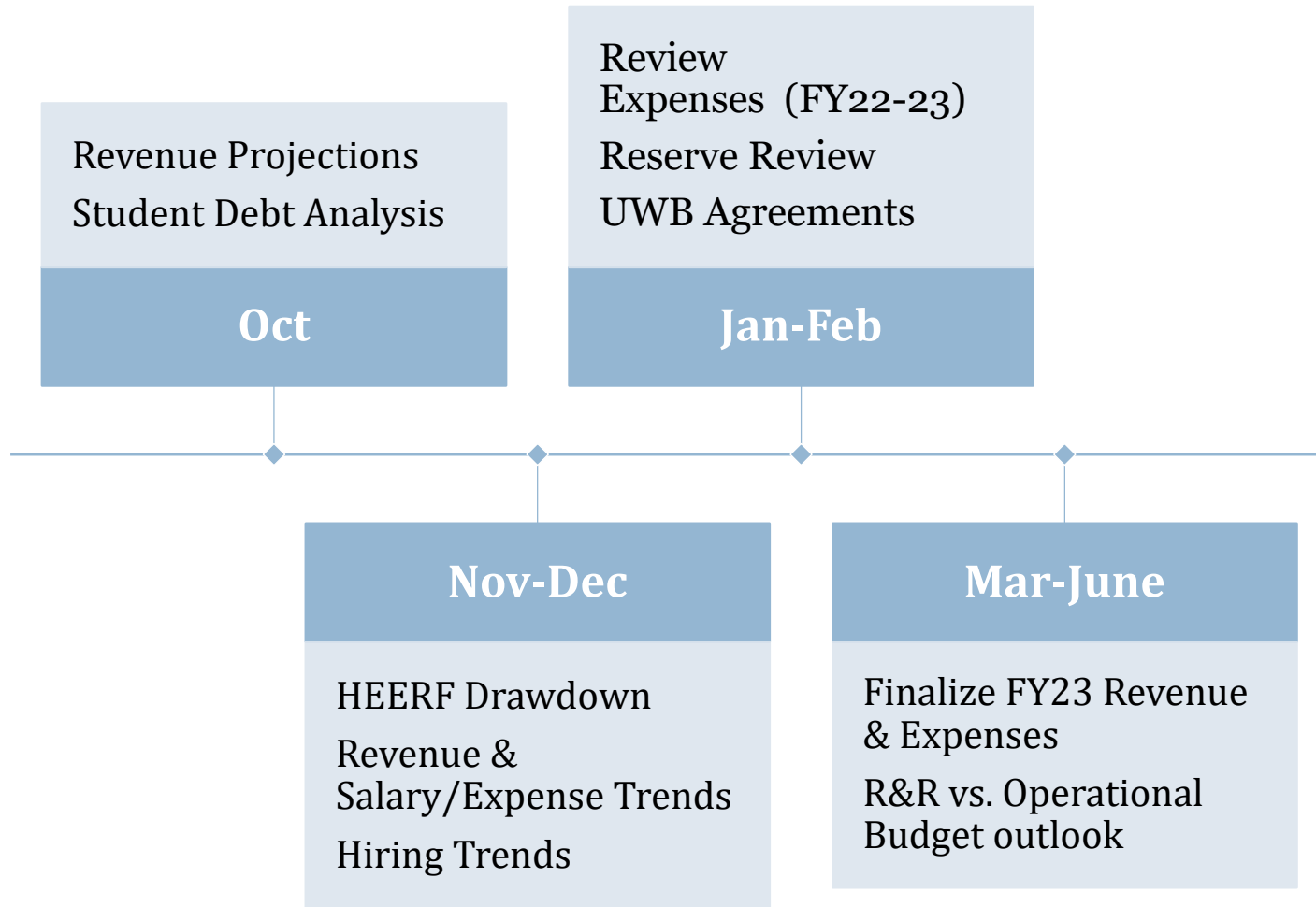
What work can we reduce/stop to ensure we support a healthy work-life-balance for our employees?

Are we pausing/rescoping work for programs where there are no carry over/re-issued funds?

What other sources of revenue can we tap into to sustain our community for the short and long term?

Open Questions To Balance Our Budget In The next 3-5 Months





Finance Updates Roadmap



Fiscal Monitoring of Our Reserve Drawdown

Spend Category	Type of Expense	Reporting Period	Spent to-date	Planned /Available Funds	Approved Budget ~\$4.5M
HEERF/Stimulus Funds	Federal Grant expiring 6/30/23	Quarterly	\$1.8M	\$1.5M	\$3.83M
Employee Parking	Fees	Quarterly	\$59,520	\$59,480+	\$119,000
Facilities Repair & Replacement	Furniture	Monthly starting December 2022	\$133,378	\$249,244+	\$516,000
Facilities Repair	Skybridge	Monthly Oct-Dec	\$0	\$21,000-\$35000	\$35000
Labs Repair & Replacement	Equipment	Monthly Nov onwards	\$76,784	\$59,970	\$136,754
Information Services	Equipment (TBD reallocation to HEERF)	Monthly Ongoing	TBD	\$393,000	\$393,000

THANK YOU



QUESTIONS



SUGGESTIONS



Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Recruitment & Retention Overview

Justification: The Board has asked for a new sub-committee on this topic. This report provides an update on progress.

Background: At the September retreat of the Trustees, it was decided to begin a new sub-committee on “Recruitment & Retention” with Trustees Hinojos and Ponto attending. These functions lie across multiple executive divisions and it was decided to wait for VP Meagan Walker to return from an international recruiting trip in Brazil before beginning the planning.

Upon VP Walker’s return (10/2), she along with VP Kerry Levett and Executive Director Chari Davenport met to discuss the Guided Pathways consultant’s report and began identifying the various components of this topic.

Before the end of October, they will schedule an initial sub-committee meeting to review the “onboarding pipeline” and collectively determine the charge, composition, and frequency of the subcommittee meetings.

Cascadia College Board of Trustees
Action Items

Subject: Enterprise Risk Management Policy

Justification:

The state requires that the college adopt a policy to guide our risk management approach and ensure that we follow proper protocol for identifying, ranking, managing, and reporting risks.

Background:

Cascadia is in adherence with the state requirements and is now using the state's software to identify, rank, manage and report risks. Our AAG has reviewed and approved the language. Please see Cascadia's Enterprise Risk Management Policy document.

Recommendation:

Request that the Trustees approve the policy.

Action:

Trustee makes motion: _____

Trustee seconds motion: _____

Vote:

	Yes	No	Abstain
Hinojos			
Kelly			
Ponto			
Quint			
Seabrooks			

Cascadia College

Enterprise Risk Management Policy

Subject: Enterprise Risk Management

Information contact: Meagan Walker, Risk Manager
mwalker@cascadia.edu
425.352.8491

Authorizing sources: Executive Order 16-06
RCW 43.19.760
RCW 43.19.763
RCW 43.19.781
SAAM 20.20

Resources: ISO 31000:2018 - Risk Management
Department of Enterprise Services Loss Prevention Program
Risk Management Essentials Manual
Origami ERM Module Training Guide

Effective date: 10/19/2022

Revised:

Approved by: _____
Insert name and title here

Sunset review date:

PURPOSE

Cascadia College has established an Enterprise Risk Management (ERM) program that provides a framework to proactively identify, assess, and manage risks that may affect the agency's ability to achieve its mission, goals, and strategic objectives per the Governor's Executive Order 16-06.

Cascadia College will provide management support and commitment to safety and loss control, and develop awareness of ERM through education, training, and information sharing per RCW 43.19.760, the Governor's Executive Order 16-06 and ISO 31000.

SCOPE

This policy applies to all *Cascadia College* employees and organizational units.

POLICY

Cascadia College proactively identifies, assesses, and responds to risks that may affect our ability to provide our core mission services and the achievement of our strategic and performance-based objectives and their intended outcomes. **Cascadia College** uses Origami Enterprise Risk Management software to provide a consistent, integrated, and transparent enterprise risk management (ERM) approach to support informed decision-making and resource allocation at both the strategic and

operational levels.

Cascadia College will provide training and apply ERM best practices to identify and manage internal and external risk to protect resources, employees, contract staff, and the public. ERM best practices will be used as an integral part of considering risk in the decision-making process through identifying risks and opportunities across all *Cascadia College* divisions, facilities, programs, and areas of operation. Once a risk has been identified and prioritized, the agency will develop, implement, and monitor risk treatment strategies.

ROLES AND RESPONSIBILITIES

1. Vice President for External Relations & Physical Planning

- Leads, supports, and ensures commitment to implementing the ERM ISO 31000 Purpose, Principles, Framework and Risk Management Process.
- Establish and communicate their risk appetite and the organization's risk tolerance to all employees to support efficient and effective risk mitigation.
- Makes a commitment to adopting and integrating ERM into the organizational culture.
- Ensures appropriate allocation of resources to support risk management activities.

2. Leadership Team

- The leadership team provides management support and commitment to ERM.
- The leadership team will:
 - Support an enterprise-wide commitment to risk management across the entire organization, from front line employees to management and from management to employees.
 - Participate in risk identification and risk prioritization sessions semi-annually.
 - Risks will be prioritized at an enterprise-wide level by analyzing the likelihood and impact of each risk.
 - Identify emerging risks and any significant changes with risks.
 - Ensure the reallocation resources for managing risks
 - See page 4 of this policy for the method, timeline and scoring criteria used for identifying and prioritizing risks.
 - Create a communication channel for risk owners of the highest scored risks to report on their risks quarterly to the leadership team.
 - Include risk consideration as an integral part of the organization's decision-making process.
 - Support education, training and information sharing on ERM policies and procedures to promote enterprise-wide awareness.

3. Executive Risk Owners

- For risks that fall within their purview, executive owners will work with risk owners to:
 - Review, approve and support the implementation of risk mitigation strategies.
 - Review mitigation strategy effectiveness for risks.
 - Ensure the reallocation resources for managing risks.

- Create a communication channel for risk owners to report on their risks regularly.

4. Risk Manager

- The risk manager coordinates and facilitates the enterprise-wide effort necessary to identify, evaluate, mitigate, and monitor the agency's strategic/operational, legal/compliance, financial, reputational, health/safety and employment risks.
- The risk manager will:
 - Develop ERM tools, practices, and processes to identify, analyze and report enterprise-wide, strategic risks according to this policy and the ISO 31000 ERM framework.
 - The risk manager will, by using the Origami ERM module, monitor and facilitate the management of risks by:
 - Ensuring the completion of quarterly updates of the highest scored risks.
 - Ensuring the completion of the semi-annual updates of identified risks.
 - Ensuring the completion of the semi-annual prioritization of identified risks.
 - Attesting to compliance with the Governor's Executive Order 16-06 annually.
 - Managing the risk register in the Origami ERM Module.
 - Support employee awareness and understanding of ERM through education, training, and information sharing.
 - Coordinate reporting on risk treatment activities by risk owners to the leadership team as required.
 - Report quarterly to the Leadership Team on the management of risks, loss history, and emerging risks.
 - Annually review and recommend revisions to this policy.

5. Risk Owners

- Develop and implement mitigation plans and controls for assigned risks.
- Monitor assigned risks to ensure the mitigation strategies are controlling the risks.
- For risk owners with the highest scored risks:
 - Update risks quarterly using the Origami ERM module as assigned by the risk manager.
 - Report the status of assigned risks – controls, gap analysis, mitigation progress and risk metrics - to the leadership team quarterly.
- For all other risks owners:
 - Update risks semi-annually using the Origami ERM module as assigned by the risk manager.
 - Report the status of assigned risks – controls, gap analysis, mitigation progress and risk metrics - to the executive owner and/or leadership team as needed.

6. Managers and Supervisors

- Managers and supervisors apply ERM in all aspects of operations and actions.
- Managers and supervisors will:

- Set the standards and expectations of staff with respect to addressing risks.
- Ensure internal control processes are implemented, maintained, and monitored to manage risk.
- Support ERM training for all employees.

7. All Employees

- All employees are responsible for understanding and supporting the agency's efforts to identify, eliminate or manage risk.
- Employees will identify and communicate risks to their supervisor or the Risk Manager.

METHOD, TIMELINE AND SCORING CRITERIA FOR IDENTIFY AND PRIORITIZING RISKS

1. Risk identification will occur in a brainstorming session with the executive team/leadership team. After the initial session, new risks will be identified in a brainstorming session semi-annually, prior to the semi-annual risk prioritization session.
2. Risk Prioritization will occur after risks have been identified. The Origami ERM module ERM Plan will be used to prioritize (score) the identified risks.
 - Risks are scored by determining the likelihood of each risk occurring within the next two years, and by determining the impact of the risk if it did occur.

- Likelihood and Impact are scored as shown below:

Likelihood Scoring		Impact Scoring	
Value	Description	Value	Description
Very unlikely (1)	1 - Very unlikely in next 2 years	Very Little (1)	1- Very Little
Unlikely (2)	2 - Unlikely in the next 2 years	Minor (2)	2 - Minor
Likely (3)	3 - Likely in next 2 years	Moderate (3)	3 - Moderate
Very likely (4)	4 - Very likely in next 2 years	Major (4)	4 - Major
Certain (5)	5 - Certain in next 2 years or happening now	Critical (5)	5 - Critical

- All leaders score ALL risks. The likelihood scores are averaged, and the impact scores are averaged; then the average likelihood score is multiplied by the average impact score, resulting in a final risk rating and risk score between 1-25.

Score: **13.12**

For example: $3.2 \times 4.1 =$ Rating: **Medium**

- The rating scale for risk scores is shown in the table below:

1-5	Low	
6-10	Medium Low	
11-15	Medium	
16-20	Medium High	
21-25	High	

DEFINITIONS

Enterprise risk management is the process of planning, organizing, leading, and controlling the activities of an organization in order to minimize the effects of risk. ISO 31000 is the international standard for the practice of risk management. It is an enterprise-wide approach that proactively identifies, assesses, and prioritizes strategic risks, followed by the allocation of resources to minimize, monitor, and control the likelihood and impact of risks occurring, or to maximize opportunities.

Executive owner is the executive or leadership team member who has oversight of the risk. This means that the risk resides in a division/program, etc. that the executive owner is responsible for.

Origami ERM Module is a list of identified risks, the risk rating and score of each risk, the current controls, treatment plan, risk metrics and who is accountable for managing the risk. This module, owned and maintained by the Department of Enterprise Services, allows risk managers a software solution to streamlining all ERM processes.

Risk identification means the process of identifying risks that might enable or impede the agency's ability to provide its core mission services or meet its strategic objectives, i.e., brainstorming session.

Risk owner means the person with the authority and accountability for managing a particular risk.

Risk prioritization is the process of evaluating identified risks to determine the likelihood and impact of each risk, resulting in a risk score and rating.

Cascadia College Board of Trustees

Action Items

Subject: Transforming Lives 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 College at the Transforming Lives Awards ceremony in January/February. The ceremony recognizes 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 to represent the campus.

The winning essay will be included in the notes for this meeting and submitted to the SBCTC. For those students who were not chosen to represent Cascadia, the Foundation will offer a \$50 award to support their future higher educational endeavors.

Action:

After careful consideration and review of all applicants, the Board chooses to nominate _____ to represent Cascadia College for the Transforming Lives Award for 2022.

Vote/Adoption:

Trustee makes the motion: _____

Trustee seconds the motion: _____

	Yes	No	Abstain
Hinojos			
Kelly			
Ponto			
Quint			
Seabrooks			

Transforming Lives Nomination

My name is Rita Nichols-Kaskes and life has thrown many curve balls throughout my life. I was born with a rare genetic disorder called Osteogenesis Imperfecta, commonly known as OI. I have lived with OI since birth with multiple broken bones, but what I did not know is that, because of this disorder, it would take my eyesight also. Because of my visual impairment, I am required to use accessible technology: screen readers, voice over, audio description, photo description, and braille, to help me in college, home and in daily activities. Some examples are to read emails, make phone calls, navigational apps, text messages, and interact with websites; most require that I have to sift through multiple types of data to finally get to the information I am searching for, and this type of data is very time consuming.

Starting in 2008, I began to lose eye sight with macular degeneration, which moved on to retina detachment, then cataracts, and then finally glaucoma. This left me in the dark alone and lost. When I found the Orientation and Training Center (OTC) program at the Department of Services for the Blind, it showed me the ways to independence in the dark. After some time, I knew that I needed an education for any type of future, so I went to Cascadia College and met Felicia "Fi" Walters and Bryan Fauth in the Disability Support Services office, in which is now Student Accessibility Services (SAS). Without Bryan and Fi, I know that I would not have made it this far. With their undying support, which most of the time is daily, I would not be here. One of the most inspirational quotes that has helped me through the dark is, "Remember your past without regret, handle your present with confidence, face your future without fear" (Sansbury Smith 2008). Without the light that Bryan and Fi bring to my education, I would not be here today.

The biggest barriers have been new technology and its unwillingness to adapt to screen readers. With our everyday changing world comes with huge barriers for people with disabilities and the users of screen readers. With the confidence and training from both Bryan and Fi, working through the "blue button" to the "interactive Ness" of the Canvas website, managing through a step-by-step way to navigate helped in taking away the barrier.

You may ask, "What is next for me and why did I choose Cascadia?" Primarily, I am working towards a Bachelor's degree in Cognitive Behavioral Therapy for people with multiple disabilities. I want to help people from diverse backgrounds to achieve positive self-worth by empowering them with positive and successful counseling through using self-advocacy. Second, I have always found the brain to be the most fascinating, complex, intriguing, flexible and amazing ability to change within its structure, with or without the whole parts of it. The different types of behavior focusing

on the psychological causes of behavior, interactions, outcomes, results of humans and animals in the world intrigues me.

Finally, without SAS I would not have made it this far, and if I had one thing to say it would be, "Remember, today is all we all have." Thank you for this wonderful experience and ability to see beyond my blindness and see the vast world in which we all live.



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

Events:

Involvement Fair was offered over the span of two days, and its purpose was to introduce student to clubs, resources, and communities available to them. 13 programs and resources to explore. We had students that restarted previously inactive clubs, and this resulted in students having 14 campus groups to visit.

Advocacy:

I have been discretely collecting student comments, suggestions, and opinions, via an anonymous comment box, in order to use data science to determine specific points of contention that the student body may be facing currently. Also, I'm working with the EAB to ask students an advocacy question of the week. By tabling, events, and introducing ourselves when we are in class, I am establishing rapport with the student body, which will encourage them to feel comfortable sharing their thoughts with me.

Last week the question was: Have you met with an academic advisor? If so, did you have enough time with them to get all of your questions answered?

The current question for this week is: What does academic/life success look like to you?

Upcoming:

On the way, we are partnering with UW-Bothell to the autumn event Spooktacular; which will provide an assortment of exciting activities, games, and snacks for the student body to partake in.

Cascadia Community College Federation of Teachers Local 6191, AFT



***Report to the Board of Trustees
Cascadia Community College
Meeting Date: October 2022***

❖ CCCFT Steering Committee Nominations

The CCCFT Steering Committee decided last spring not to hold the regularly scheduled election (every two years in June) for Steering Committee positions, but rather postpone those elections until Fall Quarter 2022. (Officers from June 2020-July 2022) are carrying over through fall quarter 2022). We have sent out the call for nominations and will hold an election later this quarter.

❖ Support for Cascadia's Assistant Attorney General

Acting CCCFT Coordinator, Dave Shapiro, personally, and on behalf of CCCFT would like to commend Cascadia's Assistant Attorney General, Alan (Alana) Smith for their courage in the September meeting to share with Cascadia's Board of Trustees a full expression of who they are and thanks Alan (Alana) for noting that it is Cascadia's culture of inclusion and equity that made this expression possible.



Washington Public Employees Association

UFCW Local 365

Report to the Board of Trustees

Cascadia College

Meeting Date: October 2022

No written report submitted.