



# CASCADIA COLLEGE BOARD OF TRUSTEES

Wednesday, November 16, 2022



November 9, 2022

Dear Trustees and Community Members:

The turn-around between the October meeting and the up-coming November meeting is one week shorter due to the Thanksgiving holiday. In these three short weeks, the college met for its Fall all-campus professional development day called DIA. These happen once per quarter in Fall and Winter and twice in Spring quarter. DIA stands for Day of Inquiry and Assembly and includes time for an all-employee gathering as well as time for smaller teams and work groups to gather. This quarter, the all-employee gathering focused on re-introducing everyone to our shared governance model.

Shared governance at Cascadia follows a (mostly) traditional model used by higher education campuses. A system is set up whereby constituencies are able to participate in governance, policy-making, and decision-making. At Cascadia, those constituencies are Students, Faculty, Exempt Staff, Classified Staff, and our UWB Partners. While decisions are still made within the college's hierarchy, constituencies have opportunities to contribute to topics important to their areas. As well, smaller work groups are often tasked with independent decision making regarding multiple areas, like operations and curriculum.

This topic continues to be explored and in this post-pandemic time, we are reviewing the model to see if it needs a refresh.

Other than that pinnacle day, classes continue for fall, registration has opened for winter, and we continue the day-to-day operations of the college.

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

#### Campus

- Coffee for Three (with new employees) (x7)
- Foundation and Foundation Executive Director Training (x3)
- Navigators (x1)
- DIA Professional Development Day
- Finance Sub-Committee

#### Community / State

- City of Bothell (x1)
- OneRedmond Half-Day Retreat
- WACTC President's Meeting
- Bothell-Kenmore Chamber of Commerce (x2)
- Chamber of Commerce Executive Director Interviews
- Youth Challenge Academy meeting
- Lake Washington School District Breakfast

#### 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.

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

**HUMAN RESOURCES/ PAYROLL**

- Human Resources (HR) completed the Fall Quarter Benefits Assessment for 68 Adjunct Faculty. Of those 68, two re-established eligibility, one lost eligibility and two self-paid premiums while being off contract this quarter but maintaining eligibility.
- The October 31<sup>st</sup> annual performance evaluation deadline came with a high participation rate; those that missed the deadline were instructed to notify HR and submit the remaining evaluations within the month of November.
- November 1-30 is Open Enrollment season! Throughout the month of November, HR will be sending informational reminders to benefits-eligible employees to make changes to their benefits for the 2023 plan year.
- Payroll welcomes Holly-Erin White as the new Payroll Coordinator effective November 1, 2022.

**FINANCE**

- Cascadia and CLA are partnering daily to review bank activity and identify specific questions that need to be escalated to SBCTC. We will continue this until we are caught up and able to stay current. Our next session with them is scheduled for November 15<sup>th</sup>.
- We are developing processes to improve communication internally and externally regarding the status of payables at all stages, from initiation to payment.

**INFORMATION SERVICES**

- Information Services (I.S.) worked with multiple student success focused teams on campus to continue sharing updates for new students' access to resources as soon as possible. This month, students are being issued Cascadia email addresses and access to tools like Navigate as soon as they are admitted to the college.
- I.S. continues improving our cybersecurity/information security practices on campus. This month, projects that were completed include a massive update to our web calendar server and updates to some automated services to replace the soon to be extinct authentication performance tasks.

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

**OFFICE OF EQUITY AND INCLUSION**

The Office of E&I will be checking in with affinity groups this month. We currently have four active groups and will start a fifth with the Global Women’s Solidarity affinity group starting this month. We hosted an event titled ‘In Solidarity: The Power of Social Media, Women’s Rights, and Social Political Climate’ in the Diversity and Equity Center and the affinity group was the result of a very positive and supportive event.

**STUDENT OF COLOR CONFERENCES**

The Office of E&I will coordinate with Marketing and Outreach to assist the Riverview School District in their first student of color conference to be hosted at Cascadia and sponsored by the Office of E&I. The Northshore and Lake Stevens School Districts have also confirmed their return to Cascadia in 2023 and we are excited to host these three conferences. The Office of E&I working with the Foundation and the Trustees will work to secure funds for each conference. We are currently working on a list of organizations that we can contact for support.

**CASCADIA SCHOLARS**

The fall term started with 35 Cascadia Scholars and 9 mentors. As reported last month, we have started to work on the spring admissions cycle (new this year) and will also train additional mentors to keep up with our growing numbers. We are promoting with classroom visits, social media, and marketing (flyers, school visits, etc.)

**DIVERSITY AND EQUITY CENTER**

The Center continues to grow and welcome new students. We welcomed COLL 101 students last week and were excited to share and present this space. We will have class visits throughout the term. We encourage everyone in our campus community to stop by the Center and see all of the new additions to our space.

**E&I INTERNS**

We are delighted to have three interns in the Office of E&I this year. Our interns are working in the Center and the Cascadia Scholars office helping our students and staff. The interns will help us with our marketing efforts, creating flyers as well as attending our outreach events and student of color conferences. They are also currently helping to record process and policies for each area, so that we have all steps in writing. These will be quite helpful as the division continues to grow.

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

### **STUDENT LEARNING**

Student Learning/College & Career Foundations collaborated with the Office of Equity and Inclusion on a roundtable discussion event called *In Solidarity: The Power of Social Media, Women's Rights, and the Sociopolitical Climate*. Attendees had the opportunity to learn directly from Iranian colleagues about events there and make connections to other sociopolitical contexts and the power of social media to amplify marginalized voices.

### **STUDENT SUCCESS SERVICES HIGHLIGHTS**

- Student Financial Services awarded over \$300,000 in student HEERF emergency funding during fall quarter, which will use the final funds available through this program.
- Student Accessibility Services and the Office of Equity and Inclusion collaborated on an event earlier this month to recognize Disability Awareness Month. The event was called "Disability in Society: Recognizing Disability Awareness Month". The event was an opportunity for the campus community to come together and discuss topics affecting the disability community. Topics ranged from how Cascadia can become a more accessible campus to society's stigma regarding disability. This discussion was led by students and they did a fantastic job of moderating the discussion. The event was well attended and there was a lot of meaningful conversation held by both students and staff.

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

### **COMMUNICATION**

- In October, the team successfully carried out the *Great WA Shake Out* emergency preparedness drill in conjunction with UWB and Campus Safety to test emergency communication channels.
- A new [Student Spotlight video](#) featuring a former Running Start/current UWB student was completed and is now available on Cascadia's YouTube channel. The [playlist](#) for Student Spotlight videos is growing!

### **OUTREACH**

The Fall outreach season is in full force and the team is out connecting with schools at college fairs, career center visits, financial aid presentations, and senior nights. Financial Services and Cascadia Scholars joined in the visits, met with students, and led informative presentations. Having this network of support out in the community is meaningful and much appreciated!

### **MARKETING**

- The team created materials for two art gallery exhibits: *Ephemeral Constructs* and *Perception of Failure*.
- Several pages on Cascadia's website are being redesigned including Career & Transfer, Bock Learning Center, and Cascadia in the High School (not published yet); work is continuing on updates to the Administration and Board of Trustees pages.
- Work on the Foundation's Annual Report to Community was extended and the project is nearing completion.

### **FACILITIES & CAPITAL PROJECTS**

- Events: In-person events are back at Mobius Hall, including those booked by external customers. October saw seven events; five more are scheduled for November.
- Skybridge: A punch list walk-through was conducted and final touches are being completed. The bridge will be open to foot traffic again following inspection by City of Bothell.
- West Garage: The vendor is testing lights for proper operations and investigating ways to reduce the top floor lighting impact to the neighborhood
- CC5-Gateway: Stakeholder meetings will begin in November for the designing of CC5. Each group will be invited to attend a meeting and give their input. There will also be surveys in case individuals are not able to attend in person.

### **INTERNATIONAL PROGRAMS**

The International application portal on TargetX continues to be built and tested. IP staff returned from in-person recruitment trips from various countries for the first time in three years and reported student mobility trends they observed in each market. Thousands of follow-up emails were sent to the contacts obtained at the recruitment fairs. The Advising team is extremely busy checking in with first-quarter students and working with them on their education plans.

## ***From the Director of Foundation Operations, Mark Collins:***

As students return to their studies, October's pace for the Foundation begins to pick up again. Our focus shifts back to program delivery as well as addressing administrative matters. For example, we begin hearing from students who have questions about their awards. We also resume our work with Student Financial Services to adjust some awards as some students' enrollment plans understandably change over the summer. Other highlights include:

- We held our Q1 full Board meeting at the end of the month – where, among general business, we welcomed two new Board members. We also said farewell to Alex Lee, our Board Chair. Alex is stepping down after more than 11 years of service to our students and Cascadia's community.
- We completed onboarding meetings with our newest Board members. Justin Gillebo and Ross Thomas bring energy, fresh perspectives, and a personal commitment to student success.
- We also completed the transition to a new non-profit accounting vendor – a project that began back in June. Our new financial partner offers a more comprehensive level of service, which we will need as we grow over the next few years.
- Preparations continue for welcoming our new Executive Director, Brittany Caldwell, to help her hit the ground running.
- We also continue to transition responsibilities to Mark and Larissa that were previously held by Development Specialist, Ketra Embleton, while she moves into her new position as Manager of Administrative Operations in Student Learning and Success Services.
- Preparation for this fall's Employee Giving Campaign continued. We look forward to announcing the campaign in November and kicking-off the campaign on #GivingTuesday, November 29.
- Final edits and tweaks to the 2022 Annual Report to the Community are nearly complete. We look forward to sharing the report in the next couple of weeks.
- The implementation phase for our new donor management system is complete. We are now waiting for the go-ahead from our vendor to 1) configure data lists and custom field sets that will ensure uniform record creation; 2) set up third party integrations like on-line donations; and 3) begin the long and tedious task of cleaning old data from the legacy system. All of this work is important so that we ensure we have accurate records and can provide the best possible analysis for our fundraising efforts.
- The application window for the Fall scholarships cycle closed October 14th. We received 110 applications and will award about 25 scholarships this cycle. We assigned applicants to their awards and prepared our selection committee volunteers for their important work. We look forward to notifying all applicants of the results of their application by the end of November.
- Planning for our Spring scholarship cycle is also under way. We begin accepting applications in early January – and the cycle concludes with award notifications going out to all applicants in late April.



## **Board of Trustees Meeting Agenda**

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

**Regular Meeting  
Wednesday, November 16, 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, November 16, 2022  
4:00 p.m.**

**AGENDA**

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

**2. CONSENT AGENDA**

- Meeting Agenda
- Minutes from last meeting – October 19, 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

**5. INFORMATION ITEMS**

Rules Coordinator Overview (LA)

**6. DISCUSSION & PRESENTATION ITEMS**

1. Student Focus (CD)  
Student confirmed and will attend in person (4:40 pm)
2. Monthly Finance Focus (JB)
3. Monthly On-Boarding Focus (MW)
4. Monthly Strategic Plan Focus (KL)

## **7. RECOMMENDED ACTION ITEMS**

1. Anti-Hazing Policy (KL)
2. All Policy Review (EM)
3. STEM4 Name (MW)

## **8. 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

## **9. OTHER BUSINESS OR ANNOUNCEMENTS**

## **10. NEXT MEETING**

Next regularly scheduled Board meeting is Wednesday, December 7, 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**  
**October 19, 2022**

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

**BOARD OF TRUSTEES**

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

**EXECUTIVE STAFF**

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

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

**GUESTS**

Pedro Luiz Teixeira (student) present.

**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, Lyn Eisenhour, Ketra Embleton, Elizabeth Englund, Deann Holliday, Satarupa Joardar, Becky Riopel, Kristina Young, and other members of Cascadia staff and faculty.

**1. CALL TO ORDER**

Chair Colleen Ponto called the meeting to order at 4:01 PM

**2. CONSENT AGENDA**

Board Chair Ponto asked for approval of the consent agenda with the addition of one Student Focus item as number six in today's agenda. Trustee Seabrooks seconded the motion. All in favor, the consent agenda was approved.

**3. PUBLIC COMMENTS**

None.

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

- Angela Jin, Administrative Assistant 3, Student Learning
- Donna Sullivan, Executive Assistant to College Operations Manager
- Andrea Angel-Hilgendorf, Nonpermanent FS1 to Permanent Fiscal Specialist 2

##### **EAB introductions**

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

#### 5. DISCUSSION/PRESENTATION ITEMS

##### **Faculty Focus**

Chris Gildow presented information on the current art exhibit in Mobius Gallery title *Ephemeral Constructs*. In addition to the information provided in the Board packet, key points and discussion included the following:

- About 50 students and faculty members attended the artist talk this morning.
- The reception for the exhibit is this Friday, October 21, 2022.
- *Pandemic Memorial and Resilience Project* received funding from multiple sources for the creation and installation of artwork on campus.
- Artist Ty Juvenil produced the piece from an aluminum sheet, the laser cut design is based on significant tribal symbolism representing figures singing and beating a drum. Signage will be installed to provide information about the pieces.
- Another art installation is planned for the CC3 courtyard featuring an aluminum word cloud with phrases laser cut to follow the organic wave form. Installation will occur in January.
- Professor Gildow recommended that the Trustees walk through the CC3 lobby to see the thirty-foot banner where students and faculty expressed thoughts and feelings regarding the pandemic.

##### **Student Focus**

Pedro Luiz Teixeira shared his experience as a student at Cascadia, highlighting the impact of positive interactions like the encouragement he received from Hao Cheng, Program Lead for Cascadia Scholars, and the support of his faculty mentor, Erica Almeda. Pedro expressed gratitude, excitement and hope for “putting learning into action” in the future.

##### **Open Public Meeting Act Overview**

Assistant Attorney General Alana Smith provided an overview of the Open Public Meetings Act. In addition to the information provided in the Board packet, key points and discussion included the following:

- Legislative Declaration applies to public meetings as well as public records.
- No action will be taken at board retreats. In December, an executive session dinner meeting is planned and appropriate notices will be sent to the public and campus community. A good practice is to talk about collective bargaining in executive session, but it doesn't apply to all.
- Ratification of the Cascadia Community College Federation of Teachers (CCCFT) contract occurs as a formal Board action in open session.
- WPEA is bargained at the state level and the Board won't take formal action.

- Ms. Smith said Cascadia benefits from good management.
- State auditors do read board minutes, but neither these nor the sub-committee minutes fall under this declaration.
- Policies work may occur in November, if not, then in January.

### **Tenth Day Enrollment**

Vice President for Student Learning and Success, Dr. Kerry Levett, presented current enrollment data. In addition to the information provided in the Board packet, key points and discussion included the following:

- A consultant who can assist with a deeper dive into data may be a consideration in the future.
- Toward spring Student Learning will have better idea of modality for courses.
- Next year, students will begin on pathways. College infrastructure is not quite ready to support this.
- Trustee Hinojos would like to have demographics to compare from pre-pandemic to post pandemic. Vice President Levett suggested a five-year demographic. More will be available for the board in November. The board will also receive data fulfillment bytes to be outlined for the year by the strategic committee.
- Trustee Hinojos would also like to see demographic data for retention and continuous enrollment. Vice President Levett assured that these student outcomes will be presented.
- Total enrollment is down 2.5% from last year; this is an accomplishment and a gain even though it's a loss. This helps provide a new starting point for projecting through the year. Student behavior remains the same and the pattern seems unchanged since last year.
- Running Start, a contracted program with special allocation, made good gains in recapturing FTE's; retention in this group is still the biggest challenge.
- Vice Chair Quint asked if more classes are filling faster. Vice President Levett will provide information after the next registration cycle.
- Other ways of "tempting students back to class" include Community Voices program and the new instructor evaluation system which helps get instructors the feedback they need.
- Earlier publishing of the schedule would be beneficial. Guided Pathways will provide a whole new way of looking at data. The schedule timeline is student-centered, driven not by what faculty want, but by what students need.
- Trustee Seabrook asked the reason for 51% of English classes to be in hybrid modality. Dean Eisenhower responded that the college is "able to be flexible in modality as student need becomes clear. With College 101, we are refining the modality."
- David Shapiro noted that enrollment is an important consideration, but not the only one.
- More data will be presented for the board's consideration at the Winter Quarter board meeting.

### **Finance Report**

Dr. Jashoda Bothra presented the college's current financial status. This information was not available for inclusion in the packet published prior to the meeting.

- Dr. Michael Horn and Shyla Hansen helped prepare these numbers.
- \$22.1 mil for revenue; \$2.6 mil deficit. \$1.5 mil deficit aligned with use of stimulus funds, which the college is fortunate to have this year.
- President Murray noted that this is a twelve-month process and likely to be the most intense budget season the college has faced. Options for consideration will be presented for drawing down reserves.
- Dr. Murray continued by noting that there are three repair/replace cycles. Board approvals last year have resulted in the labs are becoming more self-supporting.

## Comments/Questions:

### **Recruitment and Retention**

Vice President for External Relations and Planning, Meagan Walker, and Dr. Kerry Levett presented the college's recruitment and retention efforts. Key points and discussion included:

- The group will be starting with the first outreach through College 101, then breaking down into specific categories and separating out these moments in time.
- The college's enrollment recovery plan will be reviewed and the group will look at other elements across the entire spectrum prior to the subcommittee meeting.
- Gaps are being identified and better understanding of what needs to change and how to move through steps is developing. A few more weeks of working together should be sufficient to present something helpful in moving forward.
- The subcommittee paradigm should be effective and efficient in refining the information and recommendations before bringing back to full board.
- Chair Ponto suggested that the time frame should begin even before the student knows they are a perspective student and go all the way to graduation. Vice President Walker clarified that the focus is the onboarding pillar which goes through College 101, but that Guided Pathways will look through the entire journey.
- In pre-Guided Pathways years, this work was done through Strategic Enrollment Management.
- Chair Ponto asked how the board can help. Vice President Walker responded that student referrals are one way.

## **6. RECOMMENDED ACTION ITEMS**

### **Risk Management Policy (Action)**

*Chair Colleen Ponto asked for approval of the recommendation that the college adopt a policy to guide risk management approach and ensure that proper protocol is followed for identifying, ranking, managing and reporting risk. President Murray clarified that there is an RCW requiring all state entities to have a process. The state board offers participation with a software and Cascadia needs the policy that says we are committed to the RCW. Please review the document so the it can be added to the Risk Management portfolio.*

Trustee Mike Kelly moved to adopt the policy. Trustee Angie Hinojos seconded the motion. All in favor, no abstains.

### **Transforming Lives (Action)**

*Chair Colleen Ponto asked for approval of the recommendation that Rita Nichols-Kaskes represent Cascadia as the nominee for the ACT Transforming Lives Award for 2022. Trustee Mike Kelly moved to nominate Ms. Nichols-Kaskes. Trustee Angie Hinojos seconded the motion. All in favor, no abstains.*

President Murray clarified the process.

- The college solicits essay applications and forwards the recommendation for nomination.
- All five trustees are invited to attend the Transforming Lives ceremony, it is part of the Trustee Association meeting.
- Foundation will award a \$250 prize even if the student does not receive the ACT award.
- Chair Ponto commented Ms. Nichols-Kaskes submitted an inspirational essay.

## 7. REPORTS

Cascadia Events & Advocacy Board (EAB): London Paris Advocacy Board Chair, was present and shared information about the main student event since last meeting which was the Involvement Fair, a two-day even offering students the opportunity to interact with representatives from dozens of Cascadia programs.

Cascadia Community College Federation of Teachers (CCCFT): Tenured Founding Faculty, David Shapiro submitted a written report.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Tonio Shimono represented the WPEA. No report given.

### Chair and Individual Board Members Reports:

- At least three Board members prefer to have a paper agenda available at the meetings.
- Trustee Quint is on two subcommittees, so she requested that the meetings be held on the same day if they are in person.

### President's Report:

- President Murray reported that he met with representatives of the Together Center in Redmond. Cascadia will offer its first classes at the location in summer.
- The website is being updated. Please look at your bios let us know how you might like it revised.
- Talking points will be sent for next month's school board visit.
- There will be an executive session in December, held at President Murray's residence.

## 8. OTHER BUSINESS/ANNOUNCEMENTS

There were no other announcements.

## 9. MEETING ADJOURNMENT

Chair Colleen Ponto adjourned the regular meeting at 5:41 pm.

## 10. Minutes Approved and Adopted on November 16, 2022.

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Dr. Colleen Ponto, Board Chair

Attest:

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Dr. Eric Murray, President  
Bdminutes10192022

**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:

Holli Walker, Customer Service Specialist- 11/1/2022

Holli will be serving students as one of our staff in the Kodiak Corner. Holli has a Bachelor's degree in interpretation: ASL/English from the University of Arkansas at Little Rock and has a Master's in Bilingual/Bicultural Studies from La Salle University. She comes to us with an extensive background in ASL, possessing over 20 years of service to those of the deaf/hard of hearing community. While attending courses to complete her Master's degree at the Academy of Art in Fashion Design, she recently realized that her true interests are in Environmental Protection and Sustainability. When Holli is not working or pursuing her educational endeavors, she loves to translate the inspiration she gains from observing recurring patterns in nature to drawings of garment ideas; sewing and creating on any of her 5 sewing machines.

Holly-Erin White, Payroll Coordinator- 11/1/2022

Holly-Erin is currently pursuing her transfer degree here at Cascadia College and will eventually become a Husky at UW. Before she became part of our team here in HR/Payroll, she was a Union Operating Engineer for Local 302. It is said that she is most comfortable hanging off a 30+ story building, since she was once an Iron Worker who worked on building the Amazon building in Downtown Seattle. Holly-Erin is very excited to become a part of Cascadia College team and looks forward to this next chapter in her life.

Brittany Caldwell, Executive Director of the Cascadia Foundation- 11/16/2022

Brittany comes to us from the Bothell-Kenmore Chamber of Commerce after serving the community for 15 years with the organization. She is a graduate of UW Bothell, both with her Bachelor's and Master's. She was honored by over 300 businesses last month as she stepped away from the Chamber to join Cascadia.

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

No promotions occurred during this period.



**Cascadia College Board of Trustees**  
**Information Item**

**Subject:** Rules Coordinator Overview

**Justification:** The college is required to have a Rules Coordinator.

**Background:**

The college's Assistant Attorney General will update the Board and the executive team on the roles and responsibilities of the college's Rules Coordinator so that 1) we all understand the nature of the position, and 2) the executive team can make a determination as to the right person for this role.

**Cascadia College Board of Trustees**  
**Information Item**

**Subject:** Student Focus

**Justification:** Opportunity to hear from one of the Cascadia students

**Background:**

Lawrence Clay is in his second year as a Cascadia Scholar. Lawrence was a Cascadia student before COVID, but left to earn more money for his education – this was before Cascadia Scholars. His intent was to always return to Cascadia, but we are happy he has joined the Cascadia Scholars Program and we can assist with his goals. Lawrence will share his experience as a Cascadia Scholar.

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

**Subject:** Monthly Finance Report: FY22-23 November Update

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

**Background:**

The November finance report will include the following topics:

1. Student Debt Reduction to support re-enrollment.
2. July through September actual salary & benefits costs trends to inform the impact on our FY22-23 expenses.
3. Synopsis of our hiring and staffing progress through this year including vacancy trends.
4. Current status of where the college plans to apply the \$1.5M of HEERF stimulus funds this year. Updated status of Trustee approved use of Reserve funds.

CASCADIA  
COLLEGE

ADMINISTRATIVE SERVICES

# Finance Update

Nov 16, 2022

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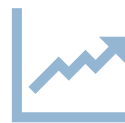
[www.cascadia.edu](http://www.cascadia.edu)

# Finance Updates - Focus Areas



## Nov

Student Debt Update  
Salary & Benefits  
Trends  
Hiring Trends  
HEERF Drawdown  
Plans



## Dec

HEERF  
Drawdown Progress  
FY22 1st Half Expense  
Trends



## Jan-Feb

Review FY22 2nd Half  
Expense Strategy  
Reserve Review  
UWB Agreements



## Mar-June

Finalize FY23 Revenue  
& Expenses  
R&R vs. Operational  
Budget outlook

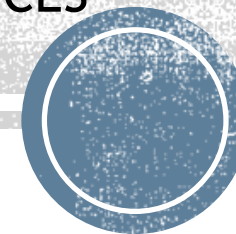




This Photo by Unknown author is licensed under [CC BY-NC-ND](#).

# HEERF Write-off for Student Tuition Debt

Based on data from FINANCE & INSIGHT  
From ENROLLMENT SERVICES



# Pandemic Related Financial Impact on Students

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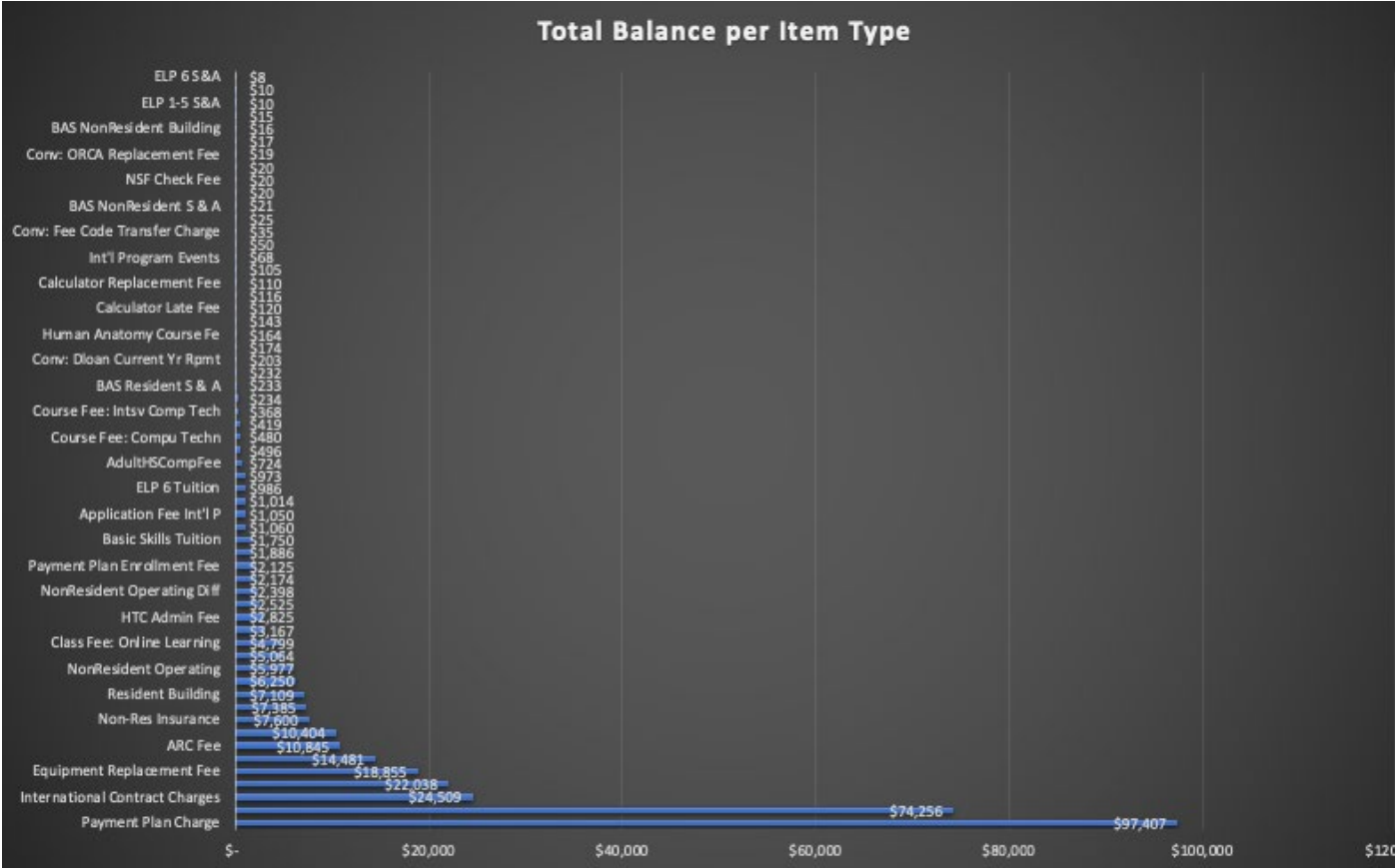
1260  
Students

- Total tuition (debt) owed by 1260 students since March 2020 is \$345,587.28

120  
Students

- Debt for 120 students enrolled in Fall 2022 Quarter is \$38,747.34





# Unpaid Fees Categories





Oct 12: Eteam review & approval

Oct 12-30: Finance team to process write-offs before Oct 30

Oct 21st: Outreach team support needed for communications

Oct 24 onwards: Enrollment services team to communicate & engage students

Oct 31st onwards: Student Finance team prepare to support students who may have questions

# **Write-off Rollout Update**



# Progress as of Oct 25th – Fall Quarter Write-Off Processed

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Completed write-off of \$33,080.75 debt for 84 eligible students enrolled in Fall 22.

NEXT: Reviewing remaining student accounts to prepare 2nd proposal to write-off ~\$312K of debt for remaining 1176 post pandemic students.

Share w/ eteam & BOT for approvals



Employee Type	# of Team Members	FY22 Projections	Notes
Classified	37	\$2,676,109.07	Incl. 4.25% COLA & One Time Bonus
Associate Faculty	119	\$2,041,540.66	Incl. 4.73% COLA & \$250K raise
Full Time Faculty	46	\$5,381,541.69	Incl. 4.73% COLA & \$250K raise
Exempt Staff	62	\$7,163,094.52	Incl. 3% COLA
P/T Hourly	28	\$362,834.51	Incl. 3% equity incr.
Totals	292	\$17,625,120.45	All incl. 32% benefits & KCPP

## Baseline: Salary & Benefits Projections Established in June 2022



Employee Type	Gross Salary (Jul-Sept)	% of Annual Projections vs. 25% for 3 months
Classified	\$636,012.75	24.43%
Exempt	\$1,266,418.43	17.68%
FT Faculty	\$459,699.86	8.54%
PT Faculty	\$467,980.27	22.92%
Hourly	\$55,194.16	15.21%
Students	\$33,059.93	
Total	\$2,918,365.40	16.63%

## Salary & Benefits Actuals

- Reflects costs incurred from Jul-Sep
- Faculty costs lower in summer when faculty and PTH are off payroll.
- Classified actuals include the COLA increase & college bonus



## 2022 YTD Vacancy & Hiring Progress Report

Team Division	Vacancies	Posted	Filled
Student Learning & Success	17	17	13
Outreach, Facilities & IP	9	9	8
Admin Services	15	15	13
E&I	2	1	1
President's Office	3	1	1
<b>Total</b>	<b>46</b>	<b>43</b>	<b>36</b>

# Hiring Progress



# HEERF

*Higher Education Emergency Relief Fund*

previously known as **CARES Act**/Coronavirus Aid Relief and Economic Security Act, provides funding to institutions to provide emergency financial aid grants to students.

## HEERF Stimulus Drawdown Details

- Available from 2020 through June 30<sup>th</sup> 2023
- Institutional Funds & Student Funds award
- This report will focus on Institutional Funds Drawdown aligned with \$ we have accounted for in our local reserves



# HEERF Stimulus Allocation Status

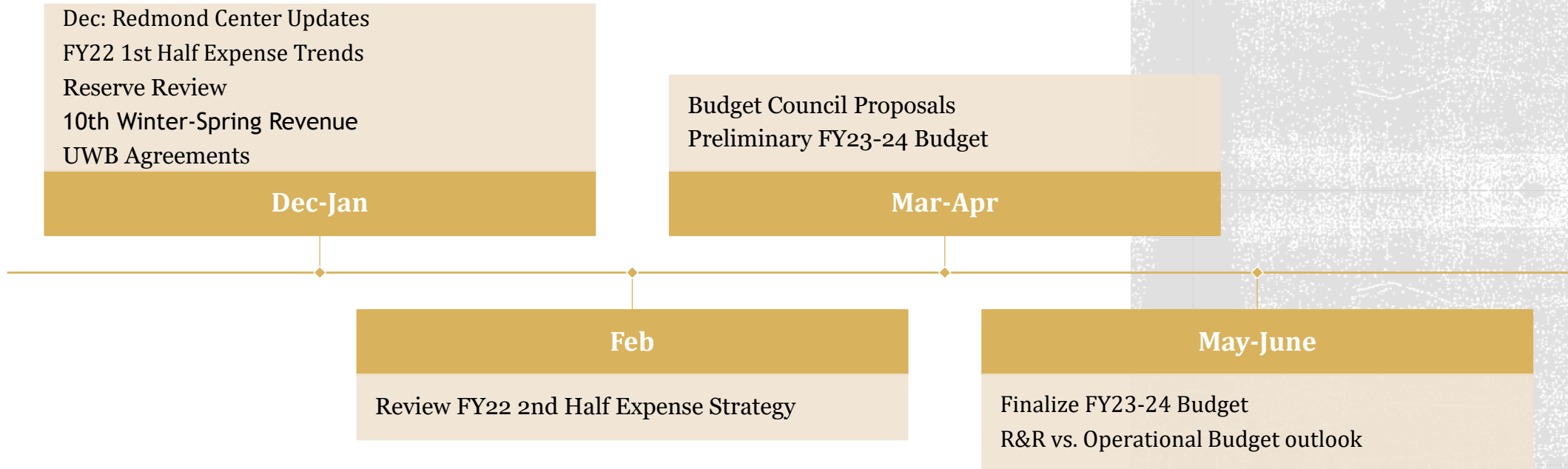
Category	Allocation For...	Spent	Planned	Balance Available (\$3,886,586)
FY21-22 Revenue Loss	Deficit	\$1,807,412		
FY21 Institutional Drawdown	TBD	\$571,263		
FY21 IS	IS Equipment	\$50,370		
FY22 Information Services	Equipment	\$161,273	\$231,727	
<b>Total Spent vs. Planned by Winter 2023</b>		<b>\$2,590,318</b>	<b>\$231,727</b>	<b>\$1,064,541</b>



# Fiscal Monitoring of Our Reserve Drawdown

Spend Category	Type of Fund/Expense	Reporting Period	Spent to-date	Planned /Available Funds	Approved Budget ~\$4.5M
Stimulus Funds	HEERF Federal Grant expiring 6/30/23	Quarterly	\$1.8M	\$1.5M	\$3.83M
Information Services	HEERF: IS Equipment	Monthly Ongoing	\$161,273	\$231,727	\$393,000
Employee Parking	Local: Fees	Quarterly	\$59,520	\$59,480+	\$119,000
Facilities Repair & Replacement	Local: Furniture	Monthly starting December 2022	\$133,378	\$249,244+	\$516,000
Facilities Repair	Local: Skybridge	Monthly Oct-Dec	\$0	\$21,000-\$35000	\$35000
Labs Repair & Replacement	Local: Lab Equipment	Monthly Nov onwards	\$76,784	\$59,970	\$136,754





# Upcoming Topics For 2023



# THANK YOU

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QUESTIONS



SUGGESTIONS



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

**Subject:** Onboarding Overview

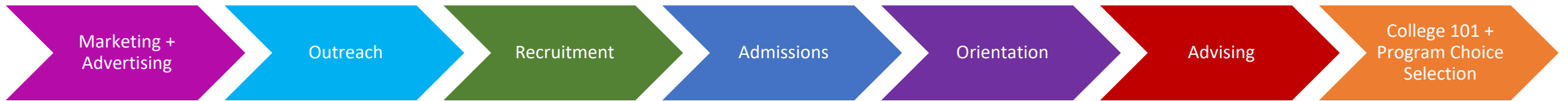
**Justification:**

The college has embarked on a multi-year project to implement Guided Pathways (GP). One of the projects underway is to identify and cover gaps in our existing onboarding process in order to maximize recruitment of new students (with a focus on BIPOC and historically under-served students). Colleen and Angie will meet on a regular basis to learn about our efforts and point us to communities we may not already be engaged with.

**Background:**

A critical aspect of GP is the Onboarding Phase of a student's lifecycle. It breaks out the steps and efforts involved in finding prospective students, converting them to enrolled students, and setting them up for academic success. This presentation is a high-level review of the processes that span this larger effort. Colleen and Angie received a more in-depth presentation.

# ONBOARDING PROCESS



**This following reflects current efforts. As we move forward, we will embed the Equity & Inclusion lens in all processes.**



## Marketing + Advertising

Marketing is the process of attracting people to our brand and Advertising is the paid and unpaid promotion of college programs to different audiences.



# Outreach

Outreach is the engagement of prospective students, parents, high school counselors and other influencers.



# Recruitment

Recruitment is a combination of tools and strategies to attract prospective students and convert to enrolled students.



# Admissions

Admissions helps students with general inquires, processing of admission applications and preparing/welcoming students to Cascadia.





## Orientation (CORE)

Orientation or CORE (Cascadia Orientation and Registration Experience) is mandatory for first-time college students and introduces Cascadia's programs, services, resources, and degree options. This is where students register for first quarter.



# Advising

The Advising team help students develop the skills needed to make sound academic decisions. Through advising, students make connections between their academic interests, long-term goals, and career opportunities. Advisors will help students with educational planning, university transfer options, college application processes, and graduation requirements. Advisors offer support while encouraging students to take responsibility for their own successes.



## College 101 + Program Choice Selection

College 101 introduces students to Cascadia's learning model, helps them to take ownership of their education and sets them up for academic success.

By 30 credits/second quarter, students will be ready to select a program choice.

## **Cascadia College Board of Trustees**

### **Discussion/Presentation Item**

**Subject:** Monthly Strategic Plan Focus

**Justification:**

*The Northwest Commission on Colleges 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 standards begin by requiring institutions to articulate their purpose through a mission statement and planning process that demonstrates fulfillment of that mission (see Appendix A: NWCCU Standard which states, "the Board of Trustees' role is to approve a college strategic plan") and a disaggregated data infrastructure that monitors progress and change.

**Background:**

This presentation reviews the annual Institutional Effectiveness Board of Trustees Calendar. This is the second year of our strategic plan implementation, and we will continue to review mission, metric data and initiative progress throughout the year. This month we highlight our Institutional Effectiveness calendar for 2022-2023 that incorporates our April mid-cycle process as well as overview Board of Trustee information and actions.

This month we planned to provide disaggregated fall student enrollment data; however, we are currently unable to produce that information due to:

- The departure of Noah Overby (data analytic) to the SBCTC broke our links to our data dashboards on the SBCTC server.
- The servers for our dashboard service provider have been offline for several days.

Michael Horn is working to resolve both issues.

Accompanying documents:

- Institutional Effectiveness Timeline presentation.

**Discussion:**

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



# Institutional Effectiveness 2022-2023

Cascadia College

Board of Trustees

November 16, 2022



# Overview



## Review

The planning cycle  
Our current location



## Share

Institutional Effectiveness  
Annual Timeline



## Introduce

Mission Metric Reviews

We are  
working  
our plan

## DO - Working Strategic Actions

- Implement the improvement initiatives
- Incorporate and coordination.
- Monitor new processes, outputs, and results.

## Plan - Develop/Re-design Initiatives

- SWOT analysis, listening groups, trends, benchmark data, mission metrics
- College and unit information sharing and planning
- Identify areas for improvement, based on data
- Design college or unit programs/initiatives

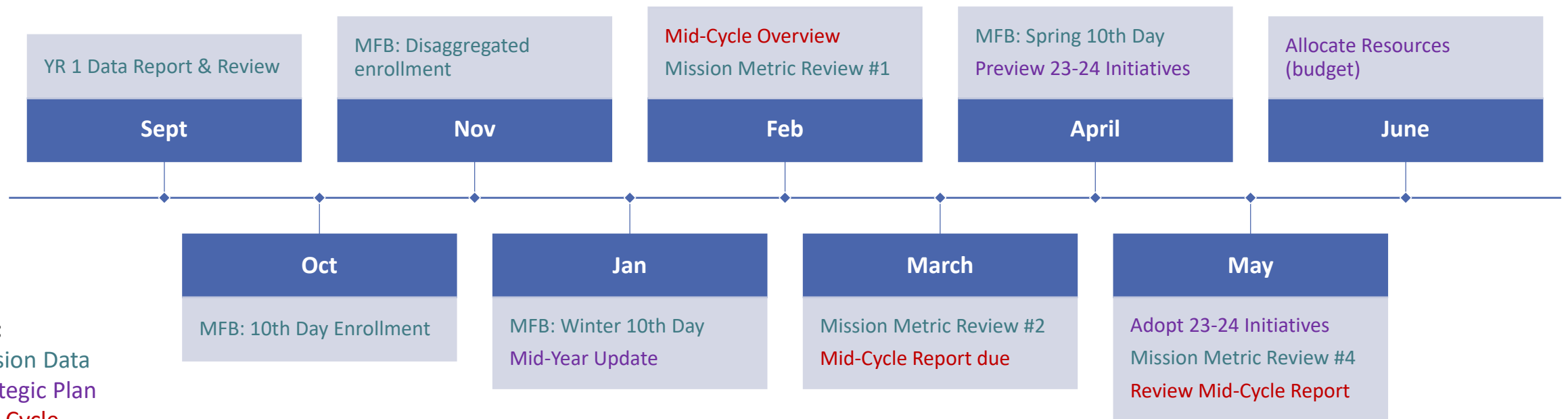
## Study - Collecting & Analyzing Data

- Evaluate program/initiative efforts and monitoring data.
- Consider the factors that contributed to improvement or barriers.
- Understand how and why observed results were achieved.

## Act – Adjust based on Study

- Make mid-year program adjustments
- Adopt (operationalize or standardize) successful practices.
- Operationalize budgets.
- May not renew a project but plan to submit a new proposal.

# Institutional Effectiveness Timeline 22-23

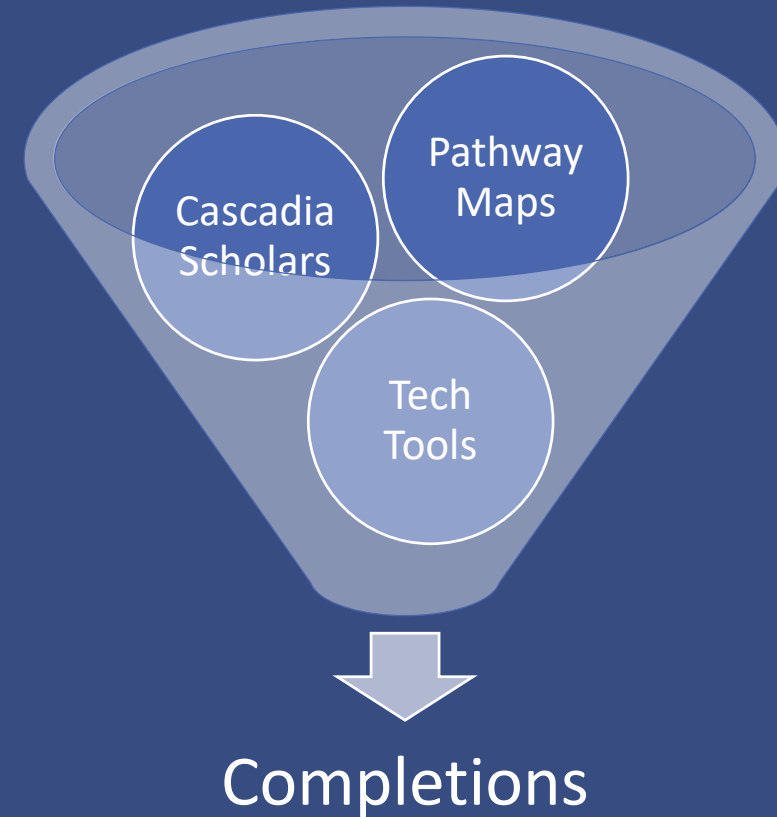


**Key:**  
 Mission Data  
 Strategic Plan  
 Mid-Cycle



# Mission Metric Reviews

- Integrate data and initiative to understand our metrics (i.e. outcomes)
- Example: Completion



**Cascadia College Board of Trustees**  
**Action Item**

**Subject:** Anti-Hazing Policy

**Justification:**

The Trustees are required to approve all Board-level policies.

**Background:**

The background for this item is included in the first attachment. The campus is responding with all of the requirements included in the state legislature's Bill HB 1751, including the approval of a new anti-hazing policy in the Student Code of Conduct. The Trustees are being asked to read the background information and approve the new policy.

**Recommendation:**

The College recommends that the Trustees move to approve Policy BP 03.02.010 in regards to anti-hazing.

**Action:**

Trustee makes motion: \_\_\_\_\_

Trustee seconds motion: \_\_\_\_\_

**Vote:**

	Yes	No	Abstain
Hinojos			
Kelly			
Ponto			
Quint			
Seabrooks			



## House Bill 1751 (“Sam’s Law”, Hazing Prevention) Implementation Guide for Community & Technical Colleges, June 2022

### SAM’S LAW – HAZING PREVENTION

#### Executive Summary

Sam’s Law is the name of new anti-hazing legislation recently adopted in Washington State. It is named after Sam Martinez, a freshman at Washington State University who died of alcohol poisoning at a fraternity party in November 2019. The new law updates the definition of hazing and requires institutions of higher education to implement anti-hazing programming for employees and students. It also requires institutions of higher education (IHEs) to publish an annual report identifying student organizations, athletic teams, and living groups found responsible for engaging in hazing.

#### New Definition of Hazing

The Act defines “hazing” to include the following:

“[A]ny act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a **student organization, athletic team, or living group**, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group **that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm**, to any student or other person attending a public . . . institution of higher education . . . in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, **regardless of the person's willingness to participate**. "Hazing" does not include customary athletic events or other similar contests or competitions.” [Emphasis added.]

In addition to adopting this new definition of hazing, IHEs are required to revise their student conduct codes to prohibit hazing both on and off campus. The Act, which took effect on June 9, 2022, does not provide a deadline for completing conduct code revisions.

Beginning in fall 2022, IHEs must provide students with educational programming on hazing that includes information on hazing awareness, prevention, intervention, and the IHE’s policies prohibiting hazing. This programming can be provided either in person or electronically and must be part of the IHE’s new student orientation sessions. The program must also be posted on the IHE’s public website for the public, including parents, legal guardians, and volunteers to review.

## Employee Training and Mandatory Reporting

Effective fall 2022, all “employees” including student employees must receive hazing prevention training, either electronically or in person, on the signs and dangers of hazing, as well as the IHE’s prohibition against hazing. For purposes of this training, an “employee” is defined as a person who is receiving wages from an IHE and has direct ongoing contact with students in a supervisory role or position of authority. Medical staff and confidential employees are excluded from the definition of “employee.” Persons who are employed by affiliated organizations, entities, or extensions of the IHE are also excluded from the definition of “employee,” unless they have a supervisory role or position of authority over students. The hazing prevention training must be provided to all employees at the beginning of each academic year and at the beginning of each academic quarter for employees who are just joining the IHE.

The Act also imposes mandatory reporting requirements. If an employee, student employee, or volunteer has “reasonable cause” to believe hazing has occurred, they are required to report the incident to a designated authority at the IHE. “Reasonable cause” means receiving a credible written or oral report alleging hazing or potential or planned hazing. Persons who report hazing in good faith are sheltered from discipline by the Act, unless they are directly involved in the prohibited conduct.

## Hazing Prevention Committee

Each IHE is required to establish a hazing prevention committee to promote and address hazing prevention. The Committee must have at least six members, including a designated chair appointed by the President of the institution. Fifty percent of the membership must be enrolled students and at least one of the positions must be filled by a student from a student organization, athletic team or living group. The remaining members must have at least one parent or legal guardian of a student who is currently enrolled and at least one faculty or staff member. Students who are members of student groups that have been found responsible for hazing within the past year are not eligible to serve on the committee.

## Hazing Reporting

IHE must publish a report disclosing all student groups found responsible for engaging in hazing on a quarterly basis. The report must be published at least forty-five (45) days before fall quarter commences and at least ten (10) days before the start of any other academic quarter. The report must contain the beginning and ending dates for the hazing investigation, the dates the student group was charged with hazing and the date it was found responsible for the violation, a description of the incident, and a description of the sanctions and the date they were imposed. Each report must be retained for at least five years.

The Act specifically requires that the report comply with Family Educational Records and Privacy Act (FERPA), which protects the confidentiality of personally identifiable student records. IHEs will want to confer with their assigned Assistant Attorneys General to ensure that disclosure made in compliance with the Act conform with FERPA.

## Model Hazing Prevention Policy Statement

Hazing is prohibited within the \_\_\_\_\_ College community. Hazing is any conduct committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group (collectively "student groups") or any pastime or amusement engaged in with respect to such a student group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending \_\_\_\_\_ College, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions. This prohibition applies to conduct that may occur both on and off campus. In compliance with 2SHB 1751 (2022), the College will implement procedures and programs, including offering students and employees hazing prevention training and programming, implementation of a mandatory reporting procedure, creation of a hazing prevention committee, and publication of a hazing report.

## Model Hazing Prevention Procedure

- **Definition:** As used in RCW 28B.10.901 and 28B.10.902, "hazing" includes any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions.
- **Employee Mandatory Reporting:**
  - (1) If, as a result of observations or information received in the course of employment or volunteer service, any employee, including a student employee, or volunteer at \_\_\_\_\_ College has reasonable cause to believe that hazing has occurred, the employee or volunteer shall report the incident, or cause a report to be made, to a designated authority (Colleges should define the process and identify employees who are considered designated authority). The employee or volunteer shall make the report at the first opportunity to do so.
  - (2) "Reasonable cause" means a person who witnesses hazing or receives a credible written or oral report alleging hazing or potential or planned hazing activity.
  - (3) A person who witnesses hazing or has reasonable cause to believe hazing has occurred or will occur and makes a report in good faith may not be sanctioned or punished for the violation of hazing unless the person is directly engaged in the planning, directing, or act of hazing reported.

- (4) Nothing in this section shall preclude a person from independently reporting hazing or suspected hazing activity to law enforcement.
- (5) As used in this section, "employee" means a person who is receiving wages from \_\_\_\_\_ College and is in a position with direct ongoing contact with students in a supervisory role or position of authority. "Employee" does not include a person employed as medical staff or with an affiliated organization, entity, or extension of a postsecondary educational institution, unless the employee has a supervisory role or position of authority over students. "Employee" does not include confidential employees.
- **Hazing Prevention Committee:** The \_\_\_\_\_ College Hazing Prevention Committee shall promote and address hazing prevention. The committee shall have a minimum of six members including a designated chair appointed by the president of the institution. Fifty percent of the committee positions shall include students currently attending the higher education institution with at least one position filled by a student from a student organization, athletic team, or living group. The other fifty percent of the committee positions shall include at least one faculty or staff member and one parent or legal guardian of a student currently enrolled at the institution. Student input shall be considered for committee membership. A student who is a member of a student organization, athletic team, or living group that was affiliated with a finding of a hazing violation within the last twelve months may not participate in or be a member of the hazing prevention committee. The Chair of \_\_\_\_\_ College's Hazing Prevention Committee is \*\*\*\*\*.
- **Training:** All "employees" including student employees must receive hazing prevention training, either electronically or in person, on the signs and dangers of hazing, as well as the College's prohibition against hazing.

The College must provide students with educational programming on hazing that includes information on hazing awareness, prevention, intervention, and the College's policies prohibiting hazing. This programming can be provided either in person or electronically and must be part of the College's new student orientation sessions. The program must also be posted on the College's public website for the public, including parents, legal guardians, and volunteers to review.

## **Model Student Conduct Code Revisions**

### **WAC 132\_\_-\_\_-\_\_ Prohibited Student Conduct**

The college may impose disciplinary sanctions against a student or Student Group,<sup>[1]</sup> who commits, attempts to commit, aids, abets, incites, encourages, or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

1. ...
2. ...

...

**9. Hazing.**

(a) Hazing is any act committed as part of

- (1) a person's recruitment, initiation, pledging, admission into, or affiliation with a student group, or
- (2) any pastime or amusement engaged in with respect to such a student group;
- (3) that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student.

(b) Examples of hazing include, but are not limited to:

- (1) Causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm;
- (2) Humiliation by ritual act;
- (3) Striking another person with an object or body part;
- (4) Causing someone to experience excessive fatigue, or physical and/or psychological shock; or
- (5) Causing someone to engage in degrading or humiliating games or activities that create a risk of serious psychological, emotional, and/or physical harm.

(c) "Hazing" does not include customary athletic events or other similar contests or competitions.<sup>[2]</sup>

(d) Consent is not a valid defense against hazing.

**WAC 132\_\_ - \_\_ - \_\_ - STATEMENT OF JURISDICTION**

1. The student conduct code shall apply to conduct by students and student groups that occurs:

- (a) on college premises; or
- (b) at or in connection with college sponsored activities; or
- (c) to off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives.

2. Jurisdiction extends to, but is not limited to, locations in which students or student groups are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, on-line education, practicums, supervised work experiences or any other college-sanctioned social or club activities and college-sanctioned housing.
3. Students are responsible for their conduct from notification of admission to the college through the actual receipt of a certificate or degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.
4. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.
5. The student conduct officer has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct by students or student groups that occurs off-campus.

## WAC 132\_\_ - \_\_ - \_\_ - Definitions

The following definitions shall apply for purpose of this student conduct code:

...

[\_\_] **Student Group.** A Student Group for purposes of this Code, is a student organization, athletic team, or living group, including, but not limited to, student clubs and organizations, members of a class or student cohort, student performance groups, and student living groups within student housing.<sup>[3]</sup>

Individual colleges will probably want to tailor this definition to identify and include various student groups that may be unique to their traditions and cultures. When defining this term, colleges will also want to consider the extent to which student groups include informal groups of students that are not officially sanctioned or recognized by the college.

## NEW SECTION - WAC 132\_\_\_\_\_ - \_\_ Hazing Prohibited, Sanctions

1. Hazing by a student or a student group is prohibited pursuant to WAC 132\_\_ - \_\_ - \_\_ ( \_\_ )
2. No student may conspire to engage in hazing or participate in hazing of another. State law provides that hazing is a criminal offense, punishable as a misdemeanor. <sup>[4]</sup>
3. Washington state law provides that:



- (a) Any Student Group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.<sup>[5]</sup>
- (b) Any person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the college.<sup>[6]</sup>
- (c) Student groups that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.<sup>[7]</sup>
- (d) Student groups found responsible for violating the code of student conduct, college anti-hazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault will be disclosed in a public report issued by the college setting forth the name of the student group, the date the investigation began, the date the investigation ended, a finding of responsibility, a description of the incident(s) giving rise to the finding, and the details of the sanction(s) imposed.

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[1] See 2SHB 1751, Sec. 4(1) (requiring colleges to issue reports of violations of actual findings of violations college’s “code of conduct, antihazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault.”)

[2] See RCW 28B.10.900 (as amended by 2SHB 1751)

[3] See, e.g., RCW 28B.10.090 (as amended by 2SHB 1751) defining “hazing” to include activities associated with recruitment, initiation, pledging, admission into, or affiliation with “student organization, athletic team, or living group.”

[4] RCW 28B.10.901(2)&(3).

[5] RCW 28B.10.901(3).

[6] RCW 28B.10.902(1).

[7] RCW 28B.10.902(2).

## Public Posting and Reporting Requirements

- Webpage: Colleges will need to develop an Anti-Hazing webpage that:
  - Defines Hazing Using Language From the new Student Code of Conducts WAC/Bill
  - Links/Lists Findings/Reports
  - Links to Student Code of Conduct Re: Hazing
  - Links to College Policy on Hazing for Employees
  - The Student training program must be posted on the College's public website for the public, including parents, legal guardians, and volunteers to review.

## **Model Anti-Hazing Policy for Groups, Clubs, and Organizations**

### Purpose

*College Name* (herein after named as “college”) is committed to and maintains an atmosphere of social and ethical responsibility. It is the College's belief that learning and working occurs in environments where learners, employees, and visitors feel safe, secure, and welcome. The College regards responsible pre-initiation activity or extra- and co-curricular activities as a positive educational approach to preparation for student group or organization membership and affiliation, who maintain different purposes and process. These purposes and process may have traditions and the College supports traditions that match the College's core values. The College further recognizes that a student organization or group may belong to a national oversight organization that also holds students accountable to expectations and standards (e.g., the national organization for a local fraternity chapter). The College is committed to partnering with these outside affiliates to address hazing allegations and will communicate with them as appropriate.

### Policy

Faculty, staff, learners, volunteers (e.g., advisors and volunteer coaches), organizations, groups, alumni, and consultants are members of the “College community” for purposes of this policy. This policy addresses hazing activity by any party, regardless of the existence of consent, and recognizes the act of hazing as illegal, irresponsible, intolerable, and inconsistent with the principles of higher education and basic human development. Hazing is antithetical to this College's commitment to maintaining a positive educational environment. Participation in hazing activities is against the law [WAC]. This policy applies to hazing that takes place between two or more people who are affiliated with the college regardless of whether it occurs at sanctioned or non-sanctioned events, on- or off-campus.

This policy applies to student organizations, groups, and individuals and is effective from enrollment to commencement, including breaks in the academic year.

Violation of the stated hazing policy may subject participants, including students and organizations, to arrest, prosecution and/or disciplinary action, including, but not limited to,

suspension or expulsion of students and the revocation of an organization's registration and/or recognition at the college. Consent to or acquiescence in hazing activity is not a defense.

If college community members are asked to take part in hazing activities, or if they are uncomfortable with the instructions given as a new member, they have the right to say no. If the organization engages in behaviors that college community members believe are hazing, they do not have to participate or support such activities and need to report them.

The College holds students accountable for their behavior both on and off-campus and addresses behavior that is a violation of the "Student Code of Conduct."

The group or organization, regardless of chartered status, has the responsibility to ensure its activities are acceptable under this policy. Questions regarding the acceptability of a proposed organization activity should be discussed with the identified college office.

College community members have a duty to report violations of this policy of which they become aware in the course of their duties when these duties include responsibility for the safety and wellbeing of other members of campus community or if they have supervisory, evaluative, grading, or advisory responsibility over other members of the campus community.

## Appendix A

### Types of Hazing

Some activities are clearly understood as hazing, but other activities may be less clear. It is imperative to consider that any act that subjects a specific student or group of students to conditions poorer than those of current members of the organization can be considered hazing.

*[or WAC language]* Listed here are various types of hazing:

#### Violent Hazing

Behaviors that have the potential to cause physical and/or emotional, or psychological harm.

#### Harassment Hazing

Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members.

#### Subtle Hazing

Behaviors that emphasize a power imbalance between new members and other members of the group or team. These types of hazing are often taken-for-granted or accepted as harmless or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members often feel the need to endure subtle hazing to feel like part of the group or team.

### Hazing Examples

Examples of actions and activities which may constitute hazing include, but are not limited to, the following:

- a) Compelling individuals to consume alcohol or drugs.
- b) Paddling in any form, shoving or otherwise striking individuals.
- c) Compelling individuals to engage in sexual behaviors, sexual or racial harassment or
- d) slurs or exhibitionism.
- e) Compelling individuals to eat or drink unusual substances or compelling the consumption of undue amounts or odd preparations of food.
- f) Having harmful substances thrown at, poured on or otherwise applied to the bodies of individuals.
- g) Morally degrading or humiliating games or activities which make an individual the object of amusement, ridicule, or intimidation.
- h) Transporting individuals against their will, abandoning individuals at distant locations, or conducting any “kidnap,” “ditch” or “road trip” that may in any way endanger or compromise the health, safety, or comfort of any individual.
- i) Causing an individual to be indecently exposed or exposed to the elements.

- j) Requiring an individual to remain in a fixed position for a long period of time.
- k) Compelling an individual to be branded or tattooed.
- l) “Line-ups” involving intense shouting of obscenities or insults.
- m) Compelling individuals to participate in activities (pranks, scavenger hunts, etc.) which
- n) encourage the defacement of property; engage in theft; harass other individuals, groups of individuals or organizations.
- o) Excluding an individual from social contact for prolonged periods of time.
- p) Compelling an individual to engage in acts of personal servitude.

## Definitions

### *“Organization”*

An organization consists of several persons who are associated with each other and have registered with the College as a student organization (such as clubs, club sports, or fraternities and sororities).

### *“Groups”*

A group consists of a number of persons who are associated with the College and each other, but who have not registered, or are not required to register, as a student organization (including but not limited to athletic teams, musical or theatrical ensembles, academic or administrative units, and clubs not registered as student organizations).

### *“College Community”*

Faculty, staff, learners, volunteers (e.g., advisors and volunteer coaches), organizations, groups, alumni, and consultants involved in activities sponsored by chartered or un-chartered college groups or organizations who hold events on- or off-campus.

### *“Chartered”*

A group or organization who completes a registration form and receives recognition from the College’s Associated Student Government Executive Body assigned to charter groups, clubs, or organizations, or similarly responsible college department.

### *“Unchartered”*

A group or organization with involved college community members who gather to sponsor an activity or event who has not sought recognition from a College’s Associated Student Government or similarly responsible college department.

## Resources

Please visit the following sites for the latest news on hazing, up to date resources on hazing prevention and alternative activities for groups.

<http://www.stophazing.org/>

<http://www.hazingprevention.org/>

## **Funding and Vendor Options**

Each public community and technical college will receive an allocation of \$5,000 in the fiscal year beginning July 1, 2022, to implement the education requirement in HB 1751. A contract between SBCTC and *Get Inclusive* for VAWA-mandated sexual violence prevention provides access to their full course catalog, which includes – for use with students – a hazing prevention course. For student anti-hazing education mandated by Sam’s Law, colleges have the option of using the *Get Inclusive* course at no additional cost. Colleges may choose to purchase or develop their own anti-hazing program for students, utilizing the above-mentioned allocation. For employee anti-hazing education, as of this writing *Get Inclusive* has a course in development that is expected to be available for college use prior to fall term. As with student programming, colleges may choose to purchase or develop their own program for employees with the allocated funds.

## **HB 1751 Implementation Workgroup**

Jorge De La Torre, Dean of Student Engagement, Edmonds College

Joe Holliday, Director of Student Services, SBCTC

Julie Huss, Director of Human Resources, SBCTC

H. Bruce Marvin, Assistant Attorney General, Washington State Attorney General’s Office

Jennifer Rhodes, Dean of Student Development, Everett Community College

Kendra Sprague, Vice President of Human Resources & Legal Affairs, Lower Columbia College

Sheila Walton, Director of Student Programs, Lake Washington Institute of Technology

Board Policy: Hazing Prevention	Policy Number: BP03.01.020
Article: 03. Student Success Section: 10. Student Rights and Responsibilities	Adopted by the BOT: 11/2022
Applicable WAC/RCW: N/A	Page 1 of 1



**BP03.01.020 – Hazing Prevention**

Hazing is prohibited within the Cascadia College community. Hazing is any conduct committed as part of a person’s recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group (collectively “student groups”) or any pastime or amusement engaged in with respect to such a student group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending Cascadia College, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate.

"Hazing" does not include customary athletic events or other similar contests or competitions.

This prohibition applies to conduct that may occur both on and off campus.

In compliance with 2SHB 1751 (2022), the College will implement procedures and programs, including offering students and employees hazing prevention training and programming, implementation of a mandatory reporting procedure, creation of a hazing prevention committee, and publication of a hazing report.

**Cascadia College Board of Trustees**  
**Action Item**

**Subject:** Board Policies

**Justification:**

NWCCU requires that the Trustees periodically review all Board policies.

**Background:**

The policy review process is broken up into three equal parts whereby the Board reviews and approves the viability of 1/3 of the Board Policies each year. The assignment is given every September with a due date of the November Board Meeting. This year, the Board is asked to review Article 1. Instructions and a worksheet were sent to the Trustees.

**Discussion:**

Several corrections were suggested by the Trustees. Those suggestions led to either 1) adoption and/or corrections, 2) referral to the AAG for updating, or 3) the following clarifying questions:

Section 2.13: Does this include the chair? What is the definition of 'authority'?

Section 3.17: What constitutes a committee (requiring notes)?

These questions will be resolved at the meeting with the AAG.

**Recommendation:**

The college recommends the Board move to approve the policies with the corrections and updates as provided by the Trustees & AAG.

**Action:**

Trustee makes motion: \_\_\_\_\_

Trustee seconds motion: \_\_\_\_\_

Vote:

	Yes	No	Abstain
Hinojos			
Kelly			
Ponto			
Quint			
Seabrooks			



**Cascadia College Board of Trustees**  
**Action Item**

**Subject:** STEM4 Proposed Name

**Justification:**

The Board has responsibility for approving the names of any new buildings.

**Background:**

In collaboration with UWB, the College is putting forth the recommendation of a new name for the STEM4 Building. This process involved soliciting names from all campus constituents across UWB and Cascadia, then narrowing down the list for review by each institution's faculty, advisory groups, and leadership. The leading name across most constituents was...(drum roll)...

**INNOVATION HALL**

This name falls well in line with UWB's Discovery Hall and Cascadia's soon-to-be-built Gateway Hall. The name reflects the innovation of the co-location, the innovation in getting the building funded, and the innovation that occurs in the STEM disciplines.

\*Note that Gateway Hall is a working name yet to be approved by the Trustees.

**Recommendation:**

The College recommends that the Board move to approve INNOVATION HALL as the new name of the STEM4 project.

**Action:**

Trustee makes motion: \_\_\_\_\_

Trustee seconds motion: \_\_\_\_\_

Vote:

	Yes	No	Abstain
Hinojos			
Kelly			
Ponto			
Quint			
Seabrooks			



#### Events:

- Spooktacular is a traditional event that has occurred as a joint venture between Cascadia and UW-Bothell annually. We have successfully continued this tradition, under the leadership of EAB coordinator Daria Natsadorj, and as a result, students were able to participate in carefully orchestrated activities that resulted in morale being raised. We had an attendance of 61 Cascadia Students and 172 UW-Bothell Students at this event which is an increase of approximately 52.5% over last year.

#### Advocacy:

- Voter Education – In order to raise awareness about our constitutional voting rights, I collaborated with the League of Women Voters to create an informational voting graphic.
- Students have shared concerns and frustrations about the new Eduroam Wi-Fi service. I've reached out to Laura Heddal, executive director of information services to gather more information about the situation and to assist her in finding a solution.

#### Future Events:

- We are looking forward to the De-stress Festival that is being planned by EAB coordinator Aqdas Tanweer for our next event on November 16<sup>th</sup>. The overarching theme of this event will be to provide the student body with an assortment of animals, in which, they can interact, and ultimately, strengthen the relationship between sustainable ecosystems and human society.

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



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

### ❖ **Shared Governance**

CCCFT appreciates and supports the College's commitment to shared governance, as expressed so clearly by President Murray at the recent Day of Inquiry and Assembly. With that in mind, we would like to emphasize that faculty, through our shared governance committees and councils, as well as individually, are ready and willing to be involved in consultation, recommendation, and decision-making where appropriate as we face difficult and challenging budget choices now and in the future.

### ❖ **Support for Our SEIU Colleagues at the UW Libraries**

CCCFT supports our SEIU Union siblings among the UW Libraries and Press workers as they seek to bargain their first contract with the University of Washington. CCCFT members stood in solidarity with SEIU colleagues as they undertook a one-day strike on October 13 to bring the UW to the negotiating table for good faith bargaining with the goal of a collective bargaining agreement that recognizes the vital work that librarians and press workers do in support of students, faculty, and our shared campus overall.

### ❖ **CCCFT Steering Committee**

By acclamation, the following positions are confirmed for the CCCFT Steering Committee through June 30, 2024. (A few open positions remain and may be filled in the future.)

1. Coordinator: Dave Shapiro
2. Contract Management Co-Chair (FTF): Sharon Saxton
3. Contract Management Co-Chair (AF): Greg Campbell
4. Treasurer: Lelia Olson
5. Historian: Tasha Walston
6. Membership/Communications co-chair (FTF): Marc Hyman
7. Conflict Resolution co-chair: (AF): Kolya Rice
8. Fourth Contract Management position: Lisa Citron



**Washington Public Employees Association**

**UFCW Local 365**

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

***Cascadia College***

***Meeting Date: November 16, 2022***

No written report submitted.