



CASCADIA COLLEGE BOARD OF TRUSTEES

Wednesday, February 21, 2024



February 14, 2024

Dear Trustees and Community Members:

We are well into Winter Quarter and enrollment is looking good. Likewise, we will be able to give an accurate picture of our 6-month financials for the first time since we switched over to ctcLink, which is also good news.

The month had a number of twists and turns as the legislative session progressed, we on-boarded numerous new employees, and we found out that Dr. Jashoda Bothra will be moving on to a new adventure and leaving Cascadia. We also launched this year's budget council, have been working on updating campus policies, and entertained the Governor.

We are in preparation for a number of big events, including the Foundation's "Pay It Forward" event on Feb 28, four student of color conferences, and hosting the City of Bothell's "State of the City" event. In April, we'll assist our District 1 Legislators with an annual Town Hall.

Dr. Bothra's departure is certainly a loss. However, she has left us in a much better place than when she started two years ago. I am thankful for that. President's activities since last meeting and VP reports are listed below. See you next week.

Eric Murray
College President

Campus

- Foundation-related meetings (x2)
- College Advisory Council
- Deans & Directors quarterly meeting
- February BOT Finance Sub-Committee
- Coffee for Three with new Employees (x6)
- Tour of Innovation Hall w/ Pfizer reps
- Tour of Innovation Hall w/ Gov. Inslee
- Foundations of E&I Course co-facilitation (x2)
- Budget Council (x2)
- EAB Casino Night

Community / State

- Leadership Eastside (x3)
- Bothell Kenmore Chamber of Commerce (x2)
- Northshore School District "State of Schools" event
- Shoreline President, Dr. Jack Kahn
- WACTC (x1)
- Olympia & Legislators (x1)

UWB

- UWB Meetings (x1)

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

FINANCE

- The roll out of the Accounts Payable SharePoint has started. It was welcomed as a new overlay to access ctLink data for staff to review and track invoices.
- 1099's and 1098-T's were mailed on time to all recipients. They will be transmitted to the IRS by the March 31st deadline.
- Our current Bank Reconciliations are current, and our prior year Reconciliations are progressing and up to June of 2021.

INFORMATION SERVICES

- In January, Information Services caught up on the backlog created while Innovation Hall got up and running. While the department received 534 requests for services or support the team managed to resolve 630.
- Efforts to improve the campus's information security posture continued this month as the team began to review security control sheets developed by ITSECC (a subgroup of the state's IT Commission, focused on security), and continued to implement controls recommended by the Center for Internet Security. Additionally, Cascadia had 88 employees that completed at least 90% of the annual information security training provided.

PAYROLL

- In January 75 employees were notified of their eligibility for the Annual Sick Leave Buyout, 14 employees consented to participate and received their payment on the February 9th payroll.

From the Vice President for Equity & Inclusion, Chari Davenport:

Office of Equity & Inclusion – February is a busy month for the Office of Equity & Inclusion. A detailed focus on the Cascadia Scholars Program will occur during the February Board of Trustees meeting and we are happy to share an assessment of our progress. The Diversity & Equity Center spotlighted Black History Month and Lunar New Year with a focus on ‘Building a Beloved Community.’ In addition to the workshops and events in the ‘Center’ we have included the following monthly events:

- Student Lunch Hour – Wednesdays and Thursdays, 12pm to 1pm
- Staff Lunch Hour – Tuesdays, 12pm to 1pm
- Student Affinity Spaces – Wednesdays and Thursdays, 3pm to 4pm
- Reading Hour – Mondays, 3pm to 4pm

We are excited about these new opportunities to further connect with our campus community.

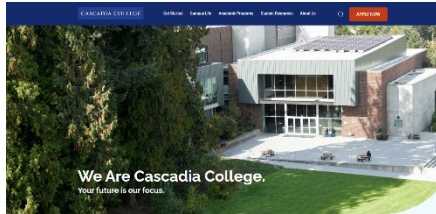
Northwest Educational Service District – The Office of Equity & Inclusion is happy to report a new partnership with the Northwest Educational Service District (NWESD). Cascadia College has been selected to host the 4th Annual NWESD conference. This conference is very similar to our student of color conferences. Cascadia College was recommended after the NWESD Program Coordinator attended the Lake Washington Student of Color Conference. She connected with the Lake Washington representative, who connected how to us! As a result, the two NWESD coordinators visited Cascadia Campus, which helped make their decision. The conference will bring close to 200 students to our wonderful community. A bit more about the NWESD:

The NWESD Migrant Education team serves schools in all Western Washington from Blaine to Vancouver. They primarily work with school districts that receive the Migrant Education Program Grant and work to serve Migrant students and families who are not attending a school district to ensure that they have the resources needed. Migrant students are one of the most marginalized youth in the state, due to constantly moving across district boundaries for youth and/or their parent/guardian to work in agriculture or fishery work. The goal for our collaboration is to provide access for migrant students to visit the Cascadia campus and offer a new environment for students to be able to learn, dream, and plan and encourage them to discover post-high school opportunities.

We are delighted to add this new partnership to the Office of Equity & Inclusion workshops that support marginalized and underrepresented students throughout the state of Washington.

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

MARKETING/COMMUNICATIONS



We are in full website redesign mode and working with various areas around campus to finalize layout, make sure all content is accessible, and edit where possible. It is a big undertaking, and we are grateful to all of the areas providing us with feedback, copy, and support while also managing their respective work.

Social media platforms are seeing an increase in growth (.45% for all three) and engagement increased heartily for Instagram (1.3%). We've also appreciated the increase in tagging, sharing, and co-collaboration among the various sibling accounts for the college

FACILITIES & CAPITAL PROJECTS

Facilities

Innovation Hall opened for classes! During January, various miscellaneous construction items were addressed as the building was fully operational with students and staff. Additional equipment and furniture were identified and ordered (fire extinguishers for labs, conference table). Empty faculty offices were prepared for the next occupants.

Capital Projects

CC5 Gateway building – The project team evaluated the project delivery method for CC5. The project's complexity came to a point due to utility potholing requiring additional funding and expertise. The team engaged in meetings with DES, the State Capital Budget Director and the architect team to decide the best course of action.

INTERNATIONAL PROGRAMS

Marketing and Recruitment

IP is scheduled to travel to Mexico, Colombia, Turkey, Japan, and Taiwan in Winter and Spring 2024. The focus is on strengthening relationships with current and new study abroad agencies. The team also met or trained new agencies from Nepal, Nigeria, Uzbekistan, and India.

International Advising, Support, and Study Abroad

IP hosted the International Transfer Fair on January 31st in the Mobius Hall. Over 40 colleges and universities from the country participated in and met with Cascadia students as they explored options for university transfer.

Three Cascadia students are in the study abroad program in Australia and New Zealand this Winter 24. One of the three students, Emujin Agar, was awarded \$3,000 study abroad scholarship by the U.S. Department of State's [Benjamin A. Gilman International Scholarship](#) through a competitive selection process.

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

STEM/Innovation Hall

The Governor's visit in January displayed our students engaging in an Organic Chemistry Lab. Professor Azizeh Farajallah and ICST3 Ryan Higgins led their students through a lab that was rescheduled because of the inclement weather. Governor Inslee and his team asked good questions of the students and were interested in learning about the Green elements of our shared building space.

Integrated Learning

Learning Communities (LC) for next year include our first multi-term LC. This LC will bridge the two week pre-fall and fall sessions with a College 101 and English 101 combination. The target students are those who are undecided and want to explore the Areas of Interest and those students on STEM pathways whose schedules are restricted by their math and science courses.

LEARNING TECHNOLOGY AND DESIGN (ELEARNING/INSTRUCTIONAL DESIGN)

This year a key focus remains accessibility in online materials and courses. Assistant Director of eLearning Brandy Long used our Ally tool to review online documents for PDFs marked Severe and shared her findings and possible solutions with faculty whose Canvas LMS shells contained those documents.

Instructional Designer Kelly Leahy is spearheading the New Faculty Orientation training and materials redesign project. Kelly's approach has been very collaborative across the campus; the current draft is out for review with stakeholders. Our expectation is that this Canvas training space becomes a living resource and practical manual for all faculty.

Mathematics

Math faculty Linda Richard and Megan Luce, along with Kris Panton (Advising) attended the winter Math Pathways retreat held synchronously by the SBCTC on January 25th. From this work, Cascadia has asked to be a pilot college utilizing the new CTC Mathematics Placement Grid for Washington High School Graduates starting next year.

Math faculty Sri Venkatraman has recruited 5 students to present at the annual Student Math Conference this month. Each student has been assigned a faculty mentor to help develop their presentation. This year's conference will be on Saturday, Feb. 24 at Highline College in Des Moines.

CAMPUS LIBRARY

The Campus Library has created an OER Librarian position that will work towards enhancing and collaborating with faculty and staff to support Open Educational Resources and help reduce student costs for textbooks. The Library is also filling a DEIA & Student Engagement Librarian position to help facilitate DEIA and student outreach across both Cascadia and UWB campuses. The Library is also installing some individual study pods in the Library that are funded by Cascadia and UWB Student Technology Fees. These should be installed in late spring or early summer.

From the Vice President for Student Success Services, Erin Blakeney:

Activities & Recreation Center (ARC)

We have hired a new Program Manager for Intramural Activities as well as an Assistant Director of ARC Facilities & Events, and they are set to start on February 20 and March 11, respectively.

The Fitness Center has had a total of 12,493 check-ins which is up 25% from last year, has hosted or collaborated on 12 events and currently offers 13 group fitness classes a week. To date Outdoor Wellness has offered over 50 programs, offers rentals 5 days a week, and has rented out over 1700 pieces of equipment, which is already 25% more than last year. Intramurals has increased the number of teams by 50% and participation is up by 30% at pop up events.

Enrollment Services

Outreach and Recruitment

- Participated in Cedarcrest High School's Financial Aid night in collaboration with our Student Financial Services team and presented about Cascadia and our Financial Aid resources to a group of about 45 attendees. Thank you to Martin Nunez, who answered many questions about the new FAFSA/WASFA applications.
- We hosted an excellent group of 20 students from Secondary Academy for Success on January 12th, who also dined at the new Terrace Dining Pavilion on campus.
- Outreach also participated in the Cedarcrest Middle School Career Fair. We had a wonderful time answering college and career questions for the approximately 300 students who attended.
- We continue to host weekly campus tours and had 22 attendees in January.
- We continue to work on the implementation of EAB Recruitment, new automation configurations were launched by EAB in late January, and we are in the testing phase of these new features.

Admissions

- Cascadia Orientation and Registration Experience (CORE) sessions continue to be held twice a week. We saw over twice as many students in January 2024 compared to January 2023.

Student Accessibility Services

- For Fall 2023, Student Accessibility Services (SAS) ended up with a 28% increase in new students registering and requesting accommodations from our department in comparison to Fall 2022.
- SAS has been invited to collaborate with the Diversity and Equity Center on February 27th for a screening of the film "Crip Camp". Crip Camp is a documentary film which revolves around the individuals who were pioneers in the Disability Rights Movement and how they fought tirelessly for Section 504 of the Rehabilitation Act of 1973 to be passed. After the screening, there will be a group discussion about the journey the disability community had to take part in to make society recognize them as equal participants and how there is still more work to be done.

Student Advising & Support Services

- Advising is hosting a Transfer 101 session for Winter Quarter. This session will highlight strategies for developing critical elements of quality personal statements and common pitfalls to avoid. All students are welcome - especially second year students nearing readiness to submit transfer applications.
- Student access to Handshake was launched in October 2023, for the first time ever! So far this Winter Quarter:
 - 192 students have activated their accounts
 - 520 new approved employers
 - 2,842 approved and expired jobs
 - 400 employers with active jobs posted in the last 30 days (from 2/9/24)
- As part of our Department of Justice grant with UW Bothell, Gordon Dutrisac will be participating in the Technical Training Institute in Atlanta this February with members of the Coordinated Community Response Team, a joint campus team supporting the work of our grant to address gender-based violence on campus.

Student Financial Services

- Cascadia is continuing to partner with Centro Cultural Mexicano and recently met to discuss upcoming FAFSA/WASFA workshops, Centro's high school intern program, and Cascadia hosting an info session in Spanish in their "Mi Casa" space.

From the Executive Director of the Foundation: Brittany Caldwell

WELCOME NEW FOUNDATION BOARD MEMBER:

- Samantha St. John - Port of Seattle, East King County Community & Government Relations Manager

We are always looking for individuals passionate about education, supporting students, connecting with the community, and being an Ambassador for Cascadia. To provide referrals, please contact [Brittany](#). A full list of current Foundation Board members can be found on our [website](#).

SCHOLARSHIPS:

Scholarships are for tuition.
Scholarships are for books.
Scholarships are for bus passes.
Scholarships are for opportunities.
Scholarships are for access.
Scholarships are for study time.
Scholarships are for family time.
Scholarships are for building your future.
SCHOLARSHIPS ARE MORE THAN JUST MONEY...

SCHOLARSHIPS ARE FOR YOU.

Applications for our Spring Scholarship cycle are now being accepted. Completed applications are due March 1, 2024. All applicants will be notified of the results of their application by April 26, 2024.

We will award approximately 32 scholarships for a total amount of \$75,000.

We are currently assembling selection committees who serve an important role in our program. Participating in the selection process also provides committee members a great opportunity to learn more about Cascadia's students – and experience the Foundation's mission first hand. If you're interested in participating, please contact [Mark](#).

PAY IT FORWARD FUNDRAISING EVENT:

CASCADIA COLLEGE FOUNDATION

Supporting Access to Education for All

4-5:30pm
Mobius Hall
Cascadia College

Register Now

PAY IT Forward
ANNUAL FUNDRAISING EVENT
Feb 28, 2024
Cascadia.edu/PayitForward

You're Invited -- Please Join Us!

Register now for the Cascadia College Foundation annual fundraising event!

Join us to connect with the community, celebrate the impact of our students in the community, enjoy inspiring student stories, and join together to raise funds to support access to education for all.

Wednesday, February 28, 2024

4:00 – 5:30 PM @ Cascadia College, Mobius Hall

Registration Required: Cascadia.edu/PayitForward

Free admission -- donations will be requested at the event. All contributions sincerely appreciated.



Board of Trustees Meeting Agenda

Dr. Meghan Quint, Chair
Ms. Angie Hinojos, Vice Chair
Mr. Alex Lee
Dr. Colleen Ponto
Mr. Norm Seabrooks

Executive Session & Regular Meeting
Wednesday, February 21, 2024
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, February 21, 2024
4:00 p.m.**

AGENDA

1. CALL TO ORDER, PUBLIC SESSION

Note that there will be Executive Session of the Board that begins at 5:30pm.

2. CONSENT AGENDA

- Meeting Agenda
- Minutes from last meeting – January 17, 2024

3. PUBLIC COMMENTS

Cascadia College reserves up to 30 minutes for members of the public to comment on topics related to the meeting's agenda.

Each speaker is allotted up to three minutes to provide their comments.

At the discretion of the Board Chair, comments about topics not on the agenda may be heard.

Those who wish to provide comment to the board outside of the agenda's allotted time or its designated topics may submit their remarks in writing up to seven calendar days after the conclusion of the meeting. Written comments will be distributed to all board members.

4. NEW EMPLOYEES/PROMOTIONS

Introduction of New Employees/Promotions (**Jan & Feb**)

5. INFORMATION ITEMS

1. Faculty Sabbaticals
2. President's 2024 Work Plan

6. DISCUSSION & PRESENTATION ITEMS

1. Success Story – Cascadia Scholars (CD/KL)
2. 10th Day Enrollment (KL)
3. Monthly Finance Report (JB)
4. Final Chapter: Needed Staffing (EM)

7. RECOMMENDED ACTION ITEMS

1. College Staffing (EM)

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. ADJOURNMENT of PUBLIC MEETING

Next regularly scheduled Board meeting is Wednesday, March 20, 2024

11. EXECUTIVE SESSION (5:30pm)

The Board will meet in a 60-minute Executive Session to discuss number 6 below and/or any of the issues listed below:

1. to receive and evaluate complaints against a public officer or employee;
2. to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;
3. to discuss with legal counsel litigation or potential litigation to which the college is, or is likely to become, a party, when public knowledge of the discussion would likely result in adverse consequences to the college;
4. to consider, as a quasi-judicial body, a quasi-judicial matter, between named parties;
5. to consider matters governed by the administrative process act, chapter

- 34.05 RCW; and/or
- 6. to plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposal made in on-going negotiations or proceedings.**

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
January 17, 2024**

**Cascadia College
19345 Campus Way NE
Bothell, WA 98011**

All Zoom Meeting Due to Inclement Weather

BOARD OF TRUSTEES

Present: Dr. Meghan Quint, Chair; Angie Hinojos, Vice Chair; Dr. Colleen Ponto; Alex Lee; Norman Seabrooks

EXECUTIVE STAFF

Dr. Jashoda Bothra, Chari Davenport, Dr. Kerry Levett, Erin Blakeney, Meagan Walker, Dr. Eric Murray, Ellen Evans, AAG.

Susan Thomas (recorder)
Thais Lima (presentation assistant)

AREA REPRESENTATIVES

CCCFT Representative – David Shapiro, Senior 2 Tenured Founding Faculty present.
Student Representative – Miyuki Sandoval, EAB Advocacy Chair present.
WPEA Representatives – Ryan Higgins, not present

AUDIENCE

Audience members via Zoom included:
See Addendum A

1. CALL TO ORDER

Chair Meghan Quint called the meeting to order at 4:00pm to state they will have a **30-minute Executive Session** to discuss number 2 below and/or any of the issues listed below:

1. to receive and evaluate complaints against a public officer or employee;
2. **to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;**
3. to discuss with legal counsel litigation or potential litigation to which the college is, or is likely to become, a party, when public knowledge of the discussion would likely result in adverse consequences to the college;
4. to consider, as a quasi-judicial body, a quasi-judicial matter, between named parties;
5. to consider matters governed by the administrative process act, chapter 34.05 RCW; and/or
6. to plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposal made in on-going negotiations or proceedings.

Adjourned at 4:13pm

2. CALL TO ORDER – PUBLIC SESSION (4:30 PM)

Chair Meghan Quint called meeting to order at 4:30pm

3. CONSENT AGENDA

Chair Meghan Quint asked for approval of the consent agenda.

MOTION: Vice Chair Angie Hinojos made a motion to approve. Trustee Norman Seabrooks seconded the motion.

APPROVED. Unanimously. No Abstentions.

4. PUBLIC COMMENTS

No public comments

5. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS

- This section will be moved to the February Board Meeting in order to introduce new employees/promotions in-person.

6. INFORMATION ITEMS

1. Tenure Process Overview (EM) – none this year, but will have some next year
2. Emergency Prep Update (MW) – Meagan referred to page 16 of the packet, the Emergency management Operations Plan Outline.

Comments/Questions: Chair Quint – what are yellow bins?

Meagan – these bins are scattered throughout campus through a grant from PSE. In the event of an emergency, they each contain all that we would need for 3 days. They are updated regularly, and fresh and ready to go in the event we ever need them.

3. Monthly Mission Fulfillment Moment (KL) – Kerry updated the Trustees on the progress we're making this year by referring to the Mid-Year Strategic Plan Update.

Comments/Questions: Chair Quint – are you worried about the yellow and red status markers?

Kerry: there is a vacancy in a dean, when that's filled, the project will move more rapidly.

Working with two external partners is challenging, trying to connect and get the project off the ground. Some of our partners are overwhelmed and not able to commit the time needed to the project.

4. Sabbatical Reports (KL) - Kerry: Every winter we do sabbatical reports – last year 6 took sabbatical – all had different experiences. During pandemic, we started promoting podcasts. We are showcasing two very different faculty, different personalities and specialties.

Comments/Questions: Chair Quint loved the idea of podcasts, expanding the audience. It's inspiring to hear the creative projects they take on for their own education.

7. DISCUSSION/PRESENTATION ITEMS

- **Strategic Story: Integrated Learning (KL)**

Kerry Introduced Kristina Young, to present the slide show “One Upon a Time” Cascadia has a Commitment to integrated learning. There is a passion and desire to see things grow back now post-pandemic, reestablish relationships with each other and our community.

- Critical and Creative Problem-solving
- Belonging
- Applied Learning
- Authentic Assessment
- Retention
- Completion

2024 and Beyond: Erin Richards and Tasha Walston discussed their experience with integrated learning and the impact it has on students, as well as the local community.

Comments/Questions

Vice Chair Hinojos expressed excitement for the program and the effect on students. Discourse and interplay between the two of you must supply ground for new and creative thinking. What are the benefits you see with classes done this way?

Erin: They have a much greater ability to put pieces together, we want students to see how this all connects.

Tasha: Negotiating and collaborating with other professors benefits students.

Dave Shapiro – long-time collaborator with natural sciences and philosophy - there is a synergy that happens when you combine classes; it introduces students to the scientific method using critical thinking. It’s a robust class

Trustee Ponto applauds this program in a big way; it takes teaching and learning to the next level.

- **Monthly Finance Report (JB)** - Jashoda presented the January Finance Update Presentation:

- Budget Formation & Approval Process
- FY 24-25 incoming estimates – different types of revenue we receive
- FY 24-25 Revised Budget Roadmap
- Budget Council Scope & Engagement – Roles & responsibilities: Dialogue between Employees, Budget council members, Eteam and Trustees
- Scope & Purpose of the budget council
- Budget Council 2024 Members – to kick off the budget council

Comments/Questions

Trustee Ponto – Now that I’m on the finance subcommittee I wanted to note that there is a subset of trustees that do a deep dive on the budget. Sub-committee members then take this information back to the other Trustees.

- **Human Resources Update (EM)**

Eric: Four months ago you were introduced to Ifrah and Jason, they’ve made significant progress. We have a new design in HR. They’re presenting a slideshow sharing what they’ve learned.

Ifrah Mohamed and Jason Rue discussed the HR Director’s Portfolios Presentation. They reviewed the HR Team Chart, then Jason and Ifrah both elaborated on their Portfolios. They discussed the

goals for 2024-25:

- Streamlining Existing Processes in the Employee Life Cycle
- Increasing Our Number of Equity Advocates
- Title IX Training & Education
- Supervisor CBA Training

Comments/Questions:

Vice Chair Hinojos asked if they had existing metrics regarding education and awareness so they can see the results of the new programs they've implemented? Can you track this over time based on information you have?

Jason & Ifrah: We are using any data points and metrics we can find in order to track progress.

8. RECOMMENDED ACTION ITEMS

- **1) President's Contract**

Chair Quint: The Trustees recommend the Board move to approve the contract which will and to increase salary by 1% and extend it to 1/31/2030.

Motion to approve: Chair Quint

Seconded: Trustee Ponto

APPROVED: Unanimous. No abstentions

9. OTHER REPORTS

- **Cascadia Events & Advocacy Board (EAP)**

Miyuki Sandoval, Advocacy Board Chair shared information about past and future events.

- Friendsgiving was well attended, and it provided students with an opportunity to get to know others and learn how to get more involved.
- Shrektacular moving night was a big hit; the event included a gingerbread cookie decorating competition.
- We are compiling data from Common Hour survey; we will present the report and make recommendations based on the survey findings.
- I'm preparing for legislative day on the 25th, and will be meeting with five State Representatives and Senators. We are compiling topics and testimonies to discuss with legislators.

- **Cascadia Community College Federation of Teachers (CCCFT)**

David didn't have anything to add to the report. He wanted to thank Facilities and Meagan for coordinating today's late start; it's a lot of work. He was online with his students all day today and pleased not have to be on the roads.

- **Cascadia Classified Union Washington Public Employees Association (WPEA)**

Ryan not present due to suspended operations.

- **Board Chair and Individual Board Members**

Vice Chair Hinojos thanked the Cascadia team for being present at Centro Cultural Mexicano's toy event, engaging with families and students. 1300 people passed through that

day and it's a joy to have that presence of Cascadia embedded in these events. A sincere thank you.

Trustee Lee has been in the process of giving updates to local school boards, and public comment have been very robust at Lake Washington School District, so he hasn't had an opportunity to present at public comments. Chari Quint mentioned considering messaging the Board ahead of time to get on the agenda prior to public comment.

Trustee Seabrooks has had his first Evergreen board meeting, and the new CEO will be reaching out to Eric to build a stronger connection between Cascadia and Evergreen to create synergy between the two institutions.

Trustee Lee shared the importance for Cascadia to continue to invest in the model of integrated learning, which brings understanding between disciplines, He encouraged and applauded the efforts that Cascadia is doing in this area. Keep pushing forward in this area.

- o **President**

Eric is continuing to meet with local school districts, and is also meeting with Superintendents. School notes will be uploaded in the Teams folder. Northshore SD was frank about the challenges they are facing right now; safety, world issues, students of color re Math, etc. The Student of Color Conference, is being rebranded as Social Justice Conference. They are concerned about AI, as are we. Kerry and Eric will figure out how to push something forward.

One of our bonds is maturing, will ask Trustee Lee's guidance on that.

We have increased staff, and tuition and enrollment numbers are up. We continue to be in double digits for increased enrollment; an average of 7%, when other schools are in the negative. Next month we are planning on bringing on four more positions.

Eric has resigned from OneRedmond Economic Board; he became a founding member 12 years ago. He successfully built business relationships and these will be maintained. He is considering other extra-curricular activities that will benefit the college.

CC Foundation: There is a full foundation board meeting at his house on Friday; a meeting and celebration. This is an annual appreciation of the board. The Foundation Fundraiser event is on February 28th.

Miyuki and Eric will both be in Olympia next Thursday.

Eric expressed his thankfulness for the Board of Trustees and the Executive Team.

10. OTHER BUSINESS/ANNOUNCEMENTS

No other announcements.

11. MEETING ADJOURNMENT

Chair Quint adjourned the regular meeting at 5:51 pm.

12. Minutes Approved and Adopted on, January 17, 2024.

Meghan Quint, Board Chair

Attest:

Dr. Eric Murray, President

Bdminutes01172024

DRAFT

Addendum A

Board of Trustees Meeting Attendance		
January 17, 2024	Present	Zoom
Eric Murray, President		X
Jashoda Bothra, VP		X
Chari Davenport, VP		X
Kerry Levett, VP		X
Erin Blakeney, VP		X
Meagan Walker, VP		X
Ellen Evans, AAG		X
Meghan Quint, Chair		X
Angie Hinojos, Vice Chair		X
Alex Lee, Trustee		X
Colleen Ponto, Trustee		X
Norm Seabrooks, Trustee		X
Miyuki Sandoval		X
Kristina Young		X
Susan Thomas		X
Erin Richards		X
Tasha Walston		X
Maia Wood		X
Becky Riopel		X
Sara Gomez-Taylor		X
Thais Lima		X
Dave Shapiro		X
Chantal Carrancho		X
Erik Tingelstad		X
Ifrah Mohamed		X
Jason Rue		X
Tonio Shimono		X
Ana Nina		X
Teya Viola		X
Shawna Pitts		X
Michael		X

DRAFT

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 and become aware of those who have received promotions.

Details:

The following employees have joined Cascadia since the December Board meeting:

Zainab Alhassani, Operations Manager – Communications

Zainab is coming to us from the University of Washington, where she worked first as a Program Coordinator before being promoted as a Program Manager for Undergraduate Programs. In these positions she developed skills ranging from budget management to supervision of graduate student employees to developing policies and processes to improve operations.

If her name sounds familiar, that's because Zainab graduated from Cascadia in 2017 with an AA in Integrated Studies. While here, she served as Director of Pluralism & Inclusion for Student Life. She transferred to UW and earned her BA in English Language & Literature. Zainab enjoys translating for Arabic-speaking refugees who are seeking citizenship in the U.S., writing, and working with data. She also serves on the Board of Directors for the non-profit Refugees in Schools. Zainab will be working in CC3-343 where she will provide administrative support and help Cascadia to develop and manage an internal communications plan for employees.

Akanksha Joshi, Cascadia Scholars Program Lead

Akanksha Joshi (she/her/hers) joins the Office of E&I team following decades of experience across a variety of industries including entrepreneurship, hotel management, banking, and real estate. Years of management experience have exposed her to the needs of marginalized communities and empowered her to champion their causes. As an immigrant from India and a recent transplant from Georgia to Washington, she has a firm grasp on the importance of advocating for equity in all spaces.

Akanksha has an Associate Degree in Marketing and a Bachelors of Arts in Liberal Arts. Akanksha additionally serves on the City of Bothell's Diversity, Equity, Inclusion and Belonging task force as a community liaison. She's a mother of four (two humans and two dogs) and a grandmother to two cats.

David Frost, Instructional Support and Classroom Technician 2

David describes himself as a dog lover. He recently moved back to Washington from working in Florida, which followed his recent degree. His degree is in Chemistry from the University of Washington.

Gina Moore, Instructional Support and Classroom Technician 2

After an enriching academic journey, completing a Ph.D. and launching a business, Aria fya LLC, Gina is thrilled to dive into the practical realm as a Laboratory Support Technician 2 at Cascadia College. She brings a renewed passion for the scientific field.

Her deep-rooted passion for science, bolstered by robust theoretical knowledge, provides her with a unique perspective to contribute to the innovative environment in the laboratory. She is thrilled to apply her academic prowess and inquisitive mindset to troubleshoot, maintain, and operate lab equipment, fostering an efficient, productive, and safe laboratory space at Cascadia College.

Monica Hong, Customer Services Specialist III

Monica has ten years of experience in the field of education. She has worked with students of diverse backgrounds, serving as a paraeducator in a Special Education classroom at Brier Elementary and as an ESL instructor at various institutions in South Korea. Monica has a M.A. in Teaching - TESOL from the University of Southern California and a B.A. in American Ethnic Studies from the University of Washington. Monica is passionate about leveraging her diverse experiences to create a supportive and inclusive environment for students, faculty, and staff alike. She is excited to collaborate with the Cascadia team and looks forward to fostering meaningful connections and driving positive change within the college community.

Zuzana Regan, Program Coordinator for International Programs

Zuzana comes with an extensive English as a Second and Foreign Language teaching background. She taught at higher education institutions in Czech Republic and Switzerland, and also taught and supported international and immigrant students at University of Colorado at Boulder. Most recently, she was a homeschool educator for 6 years. With her previous experience in working with diverse populations, particularly with English learners, she is equipped to assist Cascadia international students with Admissions and their unique needs as they prepare to study in the United States. Zuzana has a bachelor's and a master's degree in English Language and Literature from Masaryk University in Czech Republic.

David Bly, Fiscal Specialist 2

David was born and raised in Everett. Recently graduated with my ATA from Everett Community College and have spent the last 10 years operating a small pizza delivery restaurant in Everett. His free time is spent hiking, backpacking, and building old classic cars.

Mariel Ledezma, Instructional Support and Classroom Tech 1

Mariel joined the Bock Learning Center as a part-time hourly tutor in January 2023; this is her first quarter as a nonpermanent Classified employee. As an embedded tutor for English Foundations, Mariel supports students in Beginning and Low-Intermediate English Communication. A former English Foundations student herself, Mariel loves watching students' confidence grow along with their English communication skills. She describes working with students from around the world as "enriching" and "a joy."

Fisher Brown, IT Support Analyst

"I normally go by "Fish", but I don't mind "Fisher" either! Both are totally cool with me. I was born on the west coast and spent some of my early life there before moving to Pennsylvania where I grew up and graduated from high school. After graduation, I joined the U.S. Army where I worked primarily with enterprise technologies, encryption platforms, and satellite systems. My four years in the Army have taken me around the world and I've made so many good memories and have made even better friends. I'm so grateful for the professional and personal experiences that I've been able to cultivate so far in my career, and I'm even more grateful that I get to bring them to an amazing place like Cascadia College!"

Peter Days, Fiscal Technician 2

Peter has been working as a Student Intern since June on 2023. He has been promoted to a Fiscal Technician 2! He has been a student at Cascadia College since September of 2022. He was just accepted to UWB and will start there in Spring Quarter.

A note from Peter!

"I am very excited to continue working here. Organization and working with numbers has always been a strong suit for me, hence my pursuit in a business pathway, and my success with the projects that I get to work with on the finance team. I have lived in the Bothell area almost my whole life, with a short time having lived in Nova Scotia, Canada (Very cold up there). When I'm not tackling tasks with the finance team, or working to produce the best work I can in school, I love self-learning and staying physically active. As I transition to an accounts payable role on the finance team, I anticipate that I will be hearing from many of you, and I look forward to helping and working with you all! "

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

Vicki Ashe – Operations Manager, Student Success Services

Aileen Ibershof – Academic Advisor/Veterans Specialist

Thais Lima – Operations Manager, Administrative Services

Melissa Stoner – Payroll Director

Bryan Martinez – Director of Enrollment Management

Cascadia College Board of Trustees Information Items 1

Subject: Faculty Sabbatical Reports (Asynchronous)

Justification: Cascadia's practice is to have faculty share out their sabbatical experiences in January of each year. During the 2022-2023 six faculty participated in sabbatical. As a result, we are providing reports using an asynchronous podcast option sponsored and produced by the Teaching and Learning Academy.

Background:

This month, two faculty share sabbatical podcasts created through the Teaching and Learning Academic podcast series

Related Files:

- INFO 4.a Sabbatical Chat with Dr. Lisa Citron, Tenured Senior 2 Faculty in Economics and Natalie Serianni, Tenured Senior 2 Faculty in English
 - [TLA Sabbatical Chat with Lisa Citron & Natalie Serianni](#)

Cascadia College Board of Trustees
Information Item 2

Subject: President's Work Plan

Justification:

The Trustees have the responsibility of holding the President accountable to yearly goals and outcomes.

Background:

Each year in December-January, the Trustees review the performance of the President and review yearly goals. In February, the President presents the agreed upon goals, or "work plan", in final form to the Trustees. That documents follows.

Cascadia College President's 2024 Work Plan

SECTION 1: Academic Success

Demonstrate continued and/or improved success of the college's academic mission.

- Support Strategic Plan initiatives and data collection.
(Access, Equity, Superior Educational Experiences)
- Provide specific updates to the Board during the year:
 - Mental Health care statistics as well as services and community connections.
 - UWB Transfer rates
 - Artificial Intelligence and how we're learning/responding to that.
- Assure tenure process is well-managed.

SECTION 2: Strategy and Vision

Move the college forward in its operational success.

- Assure stable budget writing and approval process with appropriate conservatism.
- Continue to manage joint UWB projects, especially as they concern enrollment possibilities.

SECTION 3: External Engagement

Create and maintain relationships with external constituents.

- Engage with new legislators to lobby for Cascadia's continued legislative support and reasonable policy expectations.
- Engage yearly with the School District Boards for joint meetings.
- Present the *State of the College* address to local city councils and school boards.
- Aid the Foundation in the execution of their Strategic Plan.

SECTION 4: Management / Internal Relationships

Evaluate feedback from campus and/or community entities on effectiveness of President on issues such as communications, morale, Human Resources, maintenance, and guiding leadership team.

- Facilitate success of Executive Team completing their goals.
- Maintain President's timely/effective response to Trustees.
- Maintain shared governance for staff communication and cohesion.

Cascadia College Board of Trustees Discussion Items 1

Subject: Strategic Story – Cascadia Scholars

Justification:

Our strategic plan represents actions we take as we collectively seek mission fulfillment. This month we are focusing on a strategic initiative: Cascadia Scholars

This overview sets the framework for this strategic story.

Background: Cascadia Scholars Program is targeted to serve and assist historically underrepresented groups at Cascadia College to help students connect to the college and to their educational and career goals. This month's discussion focuses on the success of the Scholars program as one of our first strategic initiatives that has transitioned to an operational program.

Chari Davenport, Vice President for Equity & Inclusion, and Dr. Michael Horn, Director of Institutional Effectiveness, will be available for questions.

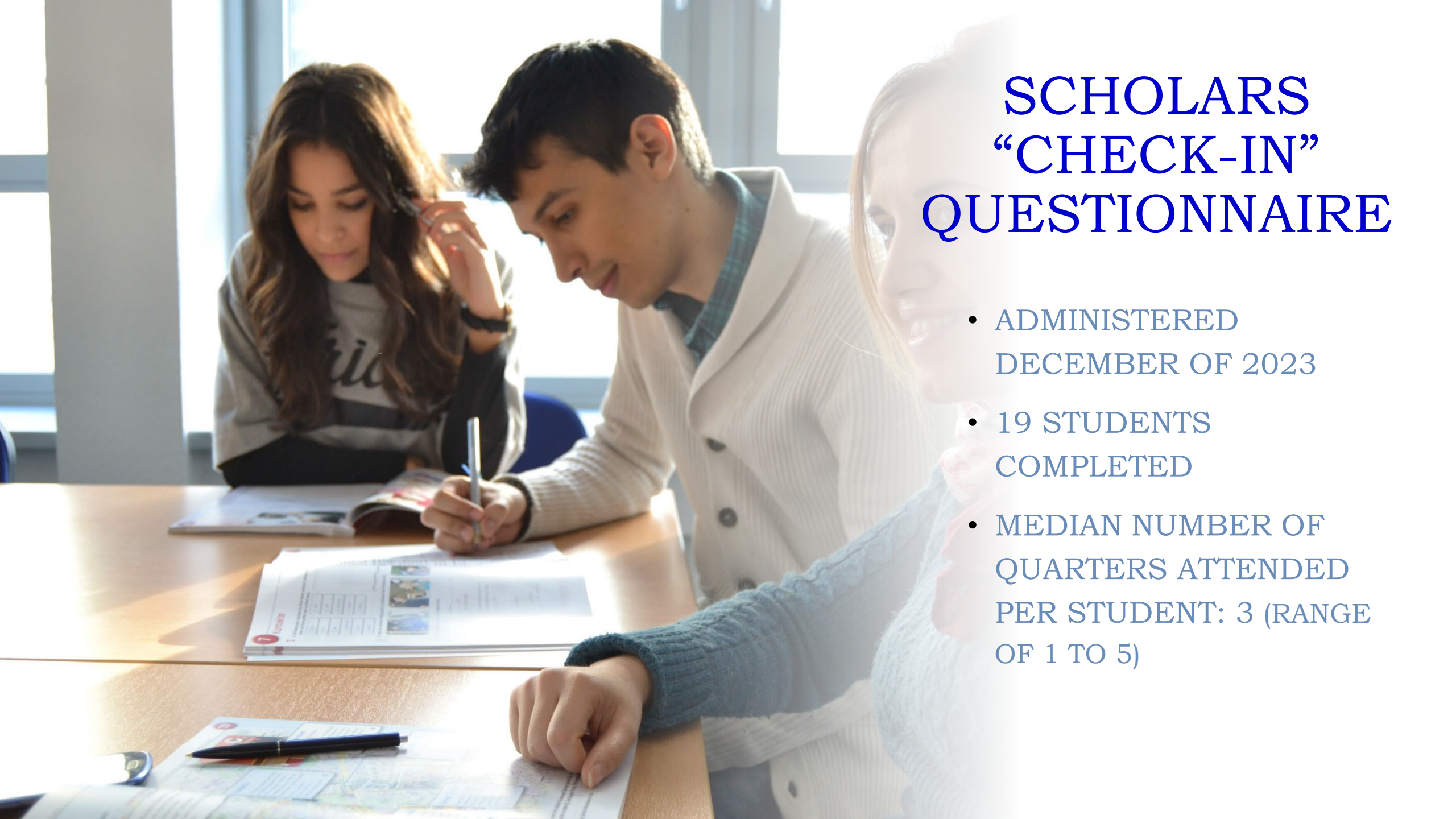
Related Reference Documents:

- INFO 1a: Cascadia College Scholars Voices
- Website link: [Cascadia Scholars Program](#)

The background of the entire image is a light gray gradient, decorated with several realistic water droplets of various sizes. The droplets are rendered with soft shadows and highlights, giving them a three-dimensional appearance. They are scattered across the frame, with some near the top and others near the bottom.

CASCADIA
COLLEGE

CASCADIA SCHOLARS

A photograph of three students sitting at a wooden table in a bright, sunlit room. A young woman with long brown hair is on the left, looking down at a book. A young man with dark hair is in the center, writing in a notebook. A young woman with blonde hair is on the right, smiling and looking towards the camera. The background shows large windows with bright light streaming in.

SCHOLARS “CHECK-IN” QUESTIONNAIRE

- ADMINISTERED
DECEMBER OF 2023
- 19 STUDENTS
COMPLETED
- MEDIAN NUMBER OF
QUARTERS ATTENDED
PER STUDENT: 3 (RANGE
OF 1 TO 5)

WHY ATTEND CASCADIA?

Q1. “WHY DID YOU CHOOSE TO ATTEND CASCADIA?”

- **TO COMPLETE A DEGREE OR FURTHER MY EDUCATION (5)**
- **DISTANCE FROM HOME (4)**
- **WAS RECOMMENDED OR HAS GOOD REPUTATION (4)**
- **BENEFITS OF SHARING A CAMPUS WITH UW-B (3)**
- **TO TRANSFER TO THE UW (2)**
- **SUPPORTIVE COMMUNITY (2)**
- **STUDENTS OF SIMILAR ETHNICITY OR DIVERSITY OF CAMPUS (2)**

Why Cascadia?

...Cascadia College offers everything I want to see in a college: a strong academic background, a friendly environment, and support for its students.

...I love sustainability so I enrolled in the BASSP program!

...I chose to attend Cascadia for its diverse background!

...better college experience and more resources than a typical community college student.

...a friend told me everything went smooth while going here.



HOW HAS CASCADIA SCHOLARS IMPACTED YOUR JOURNEY?

***Q5 “HOW HAS THE CASCADIA SCHOLARS PROGRAM IMPACTED YOUR
ACADEMIC JOURNEY?”***

- **ADVICE/MENTORSHIP 9**
- **FINANCIAL SUPPORT 6**
- **PEER SUPPORT 6**
- **MORE RESOURCES 3**
- **TWO EACH FOR: BELONGING, GOAL SUPPORT, AND MORE CONFIDENCE**

Cascadia Scholars Program



“...The Cascadia Scholars Program has been a transformative experience in my academic journey, providing unparalleled educational opportunities, enriching mentorships, and fostering personal growth. It has significantly shaped my academic interests, honed my critical thinking skills, and set a solid foundation for my future aspirations.”

Scholarships



The significance of this scholarship goes beyond its immediate impact on my education...-Sabyr

This scholarship will play a crucial role in helping me complete my transfer degree here at Cascadia. With the financial burden eased, I can now focus more on my studies and actively engage in the academic community... -Luis



Receiving this scholarship is not just a financial support for my education; it is a vote of confidence that motivates me to continue striving for academic...
-Josiah

HOW CAN CASCADIA SCHOLARS FOSTER BELONGING?

Q8. "HOW CAN SCHOLARS FOSTER A SENSE OF BELONGING FOR YOU? "

- CONTINUE TO DO WHAT THIS PROGRAM IS DOING NOW**
- HAVING A MENTOR IS ALREADY GOOD ENOUGH.**
- ENCOURAGING COLLABORATIVE LEARNING AND PEER INTERACTION**
- RECOGNIZING AND CELEBRATING DIVERSE BACKGROUNDS**
- HOLD MORE NETWORKING EVENTS SIMILAR TO THE ORIENTATION**

Sense of Belonging and Value

... there are people here that look like me, act like me, share my culture -- I've never really had the opportunity to be in a diverse place like this.

... it is a community of underrepresented students, so that brings up a sense of belonging within me.

... it's a nice place for people that're usually underrepresented. I feel like I have a lot in common with others I know in the program.

... I am very grateful that a program such as the Cascadia Scholars program exists to help me through my solo efforts towards this degree



Sense of Belonging and Value

...I think my story and goals really line up well with the program's candidates.

...I feel highly recognized and valued. The attentive mentorship, individualized comments, and inclusive environment of the program make me feel recognized for my academic work and achievements...

...the many programs that Cascadia endorses helps me feel represented not only in my ethnicity, but also in what I find interesting.



HOW HAS A MENTOR IMPROVED YOUR JOURNEY?

Q6 “HOW HAS HAVING A CASCADIA SCHOLARS MENTOR IMPROVED YOUR ACADEMIC JOURNEY – IN WHAT WAY?”

THEMES

- Learn about pathways and my journey
- Supports academic progress
- Helps with writing
- Helps me to be organized
- Career advice
- Finding internships
- Helps a sense of belonging, of being appreciated
- Guidance and personal growth
- Commonality and sharing
- Offers hope to achieve my dreams

Thank You Mentors!

...I like having the support of a mentor. I feel more confident in my academic journey now that I have the support of an adult.

...it has been great I feel I belong here

...The mentors have greatly helped me improve and find the correct path for me!

...It has given me an opportunity to learn about the different pathways in which one can go through academia.



...Having a Cascadia Scholars mentor significantly enhanced my academic journey...



How Can We Continue to Support?

...I can't think of a better way. Having a mentor is already good enough.

...through continued support and guidance from dedicated advisors, fostering a community where peers are committed to their goals, and maintaining the program's overall supportive environment. In other words, to continue to do what this program is doing now.

... By creating a supportive and inclusive community, offering tailored mentorship, encouraging collaborative learning and peer interaction, recognizing and celebrating diverse backgrounds.... These characteristics contribute to an environment in which every scholar feels respected, understood, and a part of the program.

Cascadia College Board of Trustees Discussion Item 2

Subject: Winter Quarter Enrollment Update

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

Background:

Tenth day enrollment provides a snapshot of our current position compared to previous years and provides the foundation for understanding our enrollment pattern for the academic and fiscal year. The data presented will include data drawn after January 16, 2024, and supplemented with applicable updates after the 10th day census.

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

Supplemental Document: DISC 2a: enrollment slide deck



10th Day Enrollment

- Cascadia College Board of Trustees
- February 21, 2024



Fall Enrollment (FTE), 10th-Day

Funding Source	Enrollment Kind	FALL 22	FALL 23	Change
State		984.2	1,002.30	1.84%
	Regular State Supported	855.895	845.2	-1.25%
	Basic Skills (BEdA/CCF)	109.32	140.34	28.37%
	Upper Division Bachelor of Applied Science (BAS)	18.985	16.8	-11.56%
Contract		677.92	809.7	19.44%
	Running Start ¹	560.1	655.9	17.11%
	International (CCF, Acad, & BAS)	117.82	153.7	30.49%
	Int'l (ELP/CCF) sub-tl	37.32	38.7	3.56%
	Int'l Academic sub-tl	79.168	113.6	43.44%
	Int'l Upper Division BAS sub-tl	1.332	1.5	15.02%
Total	Total FTEs	1662.12	1812.0	9.02%



Winter Enrollment (FTE), 10th-Day

Funding Source	Enrollment Kind	WTR 23	WTR 24	Change
State		872.84	894.24	2.45%
	Regular State Supported	733.081	750.922	2.43%
	Basic Skills (BEdA/CCF)	112.32	128.2	14.14%
	Upper Division Bachelor of Applied Science (BAS)	27.439	15.118	-44.90%
Contract		678.822	810.2	19.36%
	Running Start ¹	551.7	649.1	17.65%
	International (CCF, Acad, & BAS)	127.122	161.1	26.76%
	Int'l (ELP/CCF) sub-tl	29.322	38.646	31.80%
	Int'l Academic sub-tl	96.135	120.824	25.68%
	Int'l Upper Division BAS sub-tl	1.665	1.665	0.00%
Total	Total FTEs	1551.662	1704.5	9.85%

Summary: Fall vs Winter

- Strong increase was driven by Contract funded enrollment
 - Programs with smaller enrollment tends to have larger change
 - Fall year to year overall increase was 9.02%
 - Winter enrollment is always less than Fall.
 - Winter year to year overall increased 9.85%
 - Enrollment is counted as full time equivalency
- NOTE: Finance uses specific enrollment counting methods and timeframe to create numbers tied to specific revenue categories. The 10th-Day census methods are slightly different. Enrollment counts for the Finance and 10-Day reports will not be equivalent because of these different purposes and methods.

Cascadia College Board of Trustees
Discussion Items 3

Subject: Monthly Finance Report: FY23-24 February Update

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

Background: The finance report will include the following topics:

1. Winter quarter-based tuition revenue forecast for the current year.
2. Year-to-date actuals of our FY23-24 salary & benefits expenses vs. Plan.
3. FY24-25 Budget Planning updates.

CASCADIA
COLLEGE

ADMINISTRATIVE SERVICES

Finance Update

February 21, 2024

www.cascadia.edu

FEB

6-MONTH REVENUE AND EXPENSES (23-24)

MAR

RESERVES

APR

EXPENSE AND REVENUE PROJECTIONS (24-25)

MAY

BUDGET FIRST READ


JUN

BUDGET APPROVAL





**23-24
Budget**



**Projections
vs.
Baseline**

BUDGET BASELINE VS. FORECAST

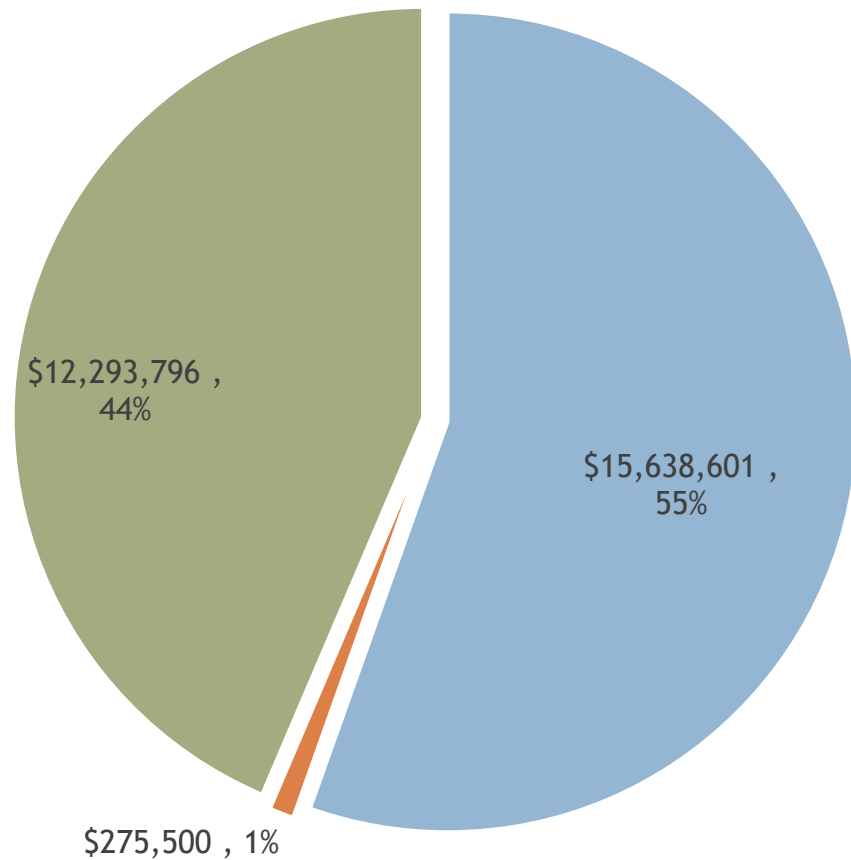
REVENUE- Operating Budget		23-24 Approved	23-24 Winter Proj.
	SBCTC Allocation	\$15,192,146	\$15,638,601
	Other (fees & contract)	\$275,500	\$275,500
	Projected Tuition Revenue	\$10,264,213	\$12,293,796
		\$25,731,859	\$28,207,897
EXPENSES - Operating Budget			
	Projected Expenses	\$26,939,077	\$26,939,077
REVENUES (minus) Operational EXPENSES			
		(\$1,207,218)	\$1,268,820





**Revenue Sources
&
Tuition Forecast**

FY23-24 Revenue Sources



■ SBCTC Allocation ■ Other (fees & contract) ■ Projected Tuition Revenue



Winter Tuition Revenue

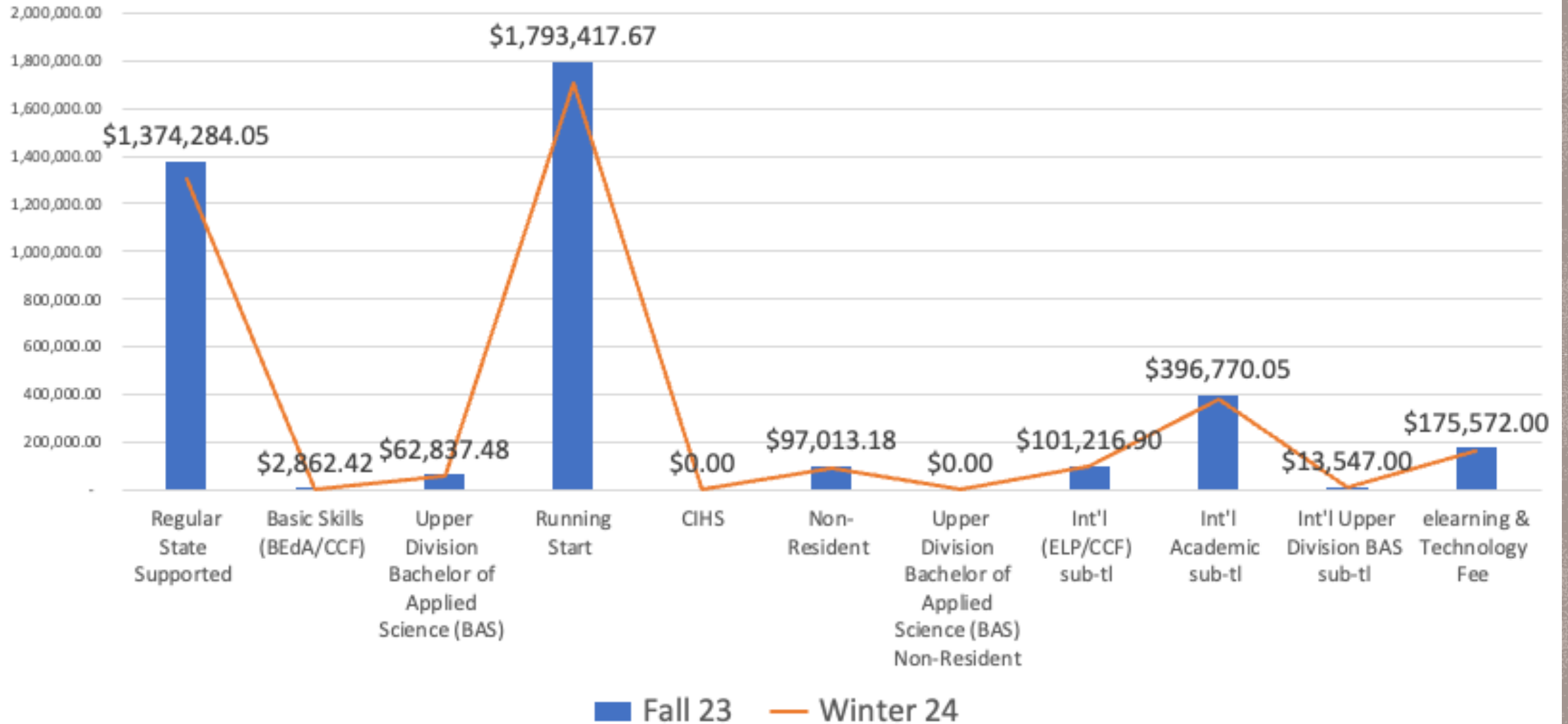
FY 24 ACTUALS INCLUDING 50% DROP AND WAIVERS

Tuition Revenue Actuals & Projections

Funding Source	Enrollment Type	SMR Actual	Fall Actual	Winter Actual	Spring Projections (95% of Winter)	Overall FY24 Revenue
State		\$ 492,911.68	\$ 3,296,757.38	\$ 3,065,791.49	\$ 3,136,501.91	\$ 9,991,962.46
	Regular State Supported	\$ 419,819.11	\$ 1,345,556.44	\$ 1,191,744.86	\$ 1,132,157.62	
	Basic Skills (BEA/CCF)	\$ 3,862.50	\$ 2,862.42	\$ 4,912.50	\$ 4,666.88	
	Upper Division Bachelor of Applied Science (BAS)	\$ 6,997.80	\$ 62,227.11	\$ 65,351.34	\$ 62,083.77	
	Running Start ¹	\$ 23,875.84	\$ 1,810,860.70	\$ 1,720,317.67	\$ 1,634,301.78	
	CIHS	\$ -	\$ -	\$ -	\$ 224,000.00	
	Non-Resident	\$ 36,440.38	\$ 75,250.71	\$ 83,465.12	\$ 79,291.86	
	Upper Division Bachelor of Applied Science (BAS) Non-Resident	\$ 1,916.05	\$ -	\$ -	\$ -	
Contract						
	International (CCF, Acad, & BAS)	\$ 208,109.38	\$ 510,670.11	\$ 539,424.53	\$ 512,453.30	\$ 1,770,657.32
	Int'l (ELP/CCF) sub-tl	\$ 56,296.50	\$ 101,216.90	\$ 110,869.70	\$ 105,326.22	
	Int'l Academic sub-tl	\$ 149,221.63	\$ 395,906.21	\$ 414,928.33	\$ 394,181.91	
	Int'l Upper Division BAS sub-tl	\$ 2,591.25	\$ 13,547.00	\$ 13,626.50	\$ 12,945.18	
Additional Fees						
	elearning & Technology Fee	\$ 36,890.00	\$ 174,042.00	\$ 164,228.00	\$ 156,016.60	\$ 531,176.60
Total		\$ 737,911.06	\$ 3,981,469.49	\$ 3,769,444.02	\$ 3,804,971.81	\$ 12,293,796.38



Winter Forecast vs. Actuals (95% of Fall Revenue vs. 90%)



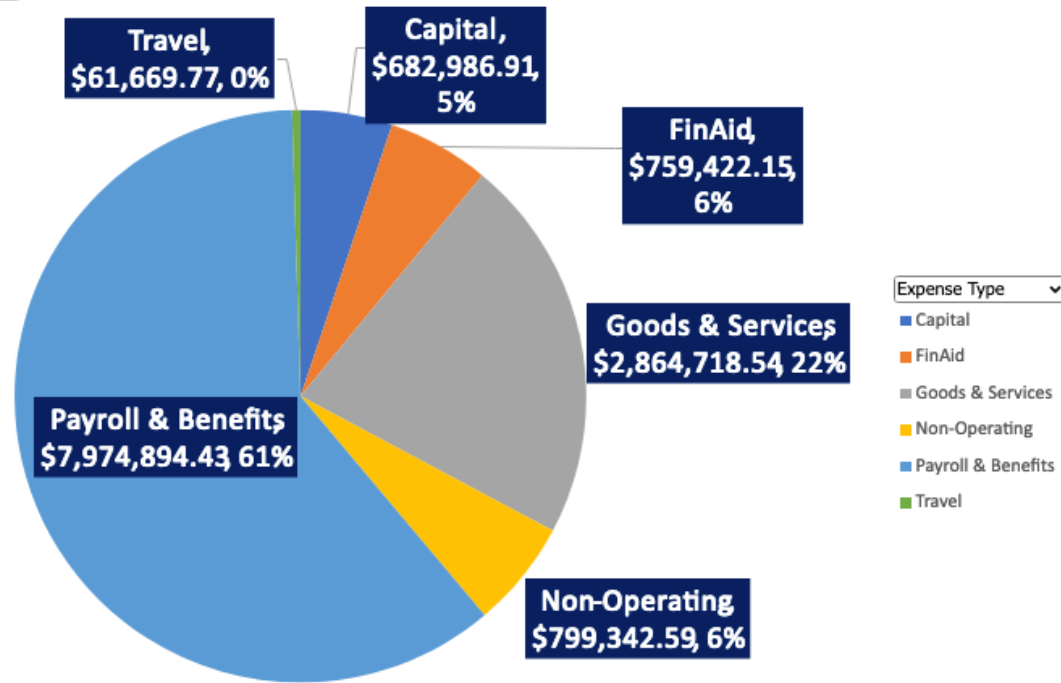


Year-to-Date

Report as of December 15th, 2023

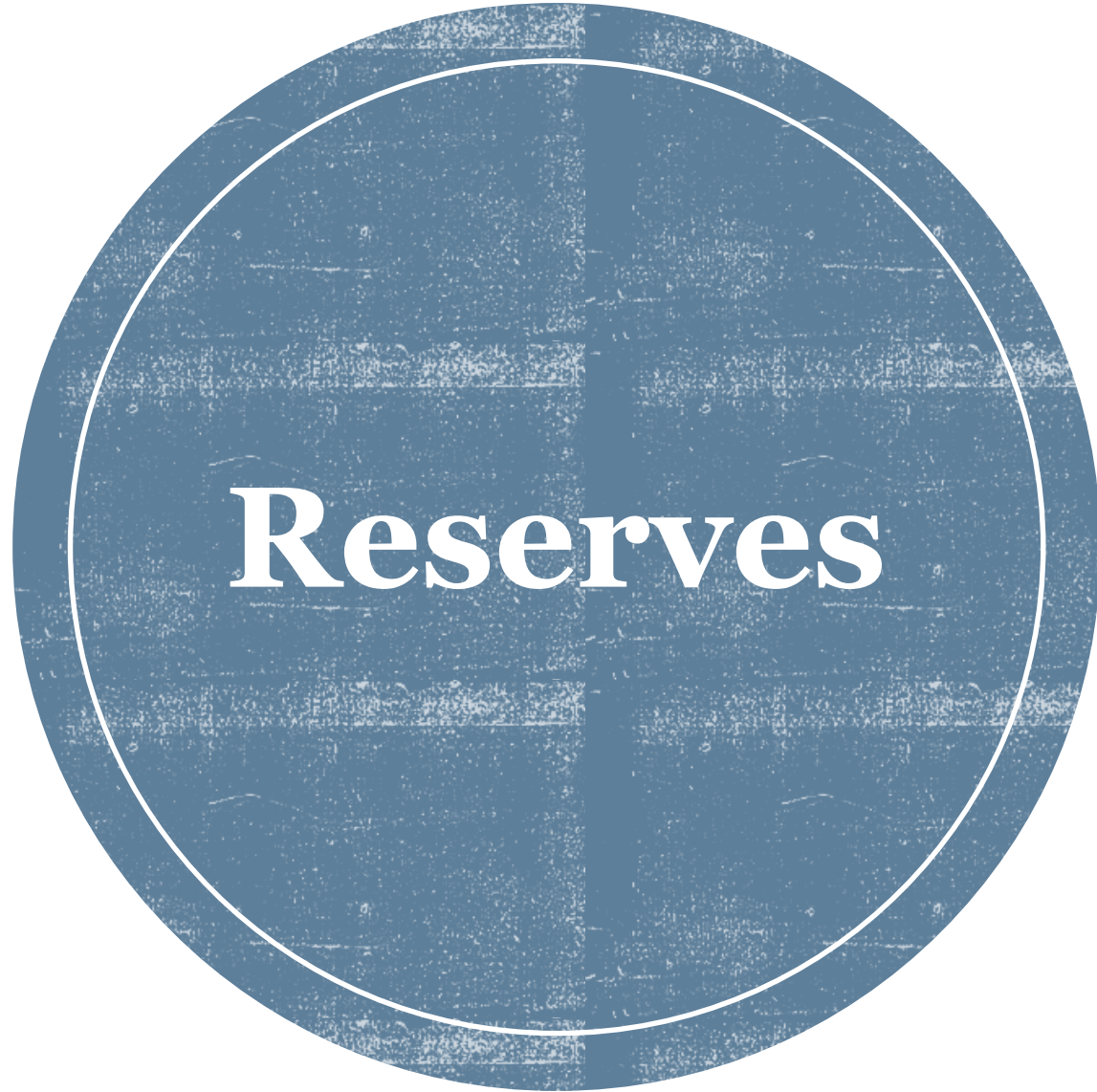
Dept Manager ▾ E-Team Division ▾

Total Amount



**JUL-DEC
EXPENSES
\$13.1M
OF
\$26.9M**





Status of Reserves

**Starting List of
Placeholders**

RESERVES				
	1	Available Reserves a/o Nov 2023		
		1A	Local Funds	\$10,127,000
		1B	Bonds (available 9/24)	\$1,255,000
		1C	Bonds (available 2025)	\$2,550,000
		1D	Bonds (available 2026)	\$2,550,000
		1E	LGIP	\$2,168,407
				\$18,650,407
				Sub-Total
	NOTES:	Statewide average Resv to Exp = 25%		~ \$7M
		Board Policy Minimum = 12%		~ \$3.35M
		Coming Risk: K-12 Decline		
		Coming Risk: New Federal Administration		
		Coming Risk: Cost Inflation		



Starting Point:
\$18.6M

2	23-24 Expected Drawdown			
	2A	INV Hall - Furniture	\$300,000	47K from Foundation?
	2B	INV Hall - Labs	\$386,000	Check with Kristina
	2C	ARC Gap	\$62,500	Check with EAB/Erin
	2D	Facilities R&R	\$419,000	Check with Shawna
	2E	IS R&R	\$443,000	Check with Laura
	2F	Operational Deficit	\$0	Check with Ginny
			\$1,610,500	Sub-Total
3	24-25 Desired Reserve Expenditures			
	3A	Facilities R&R		
	3B	IS R&R		
	3C	Robert Half	\$250,000	
	3D	CC5		
	3E			
	3F			
	3G			
	3H	Operational Deficit		
			\$250,000	Sub-Total





Next Month



**Continue consideration
of Reserves**

R&R Facilities

R&R Info Services

**Other Suggested
Reserve Obligations**

THANK YOU



QUESTIONS



SUGGESTIONS



Cascadia College Board of Trustees

Discussion Item 4

Subject: Incremental Staffing Plan, Continued

Justification:

The college's stability is largely a function of steady enrollment (revenue) and a stable staffing model. Both of these have been on-going challenges. This is a continued conversation around staffing stability and how it might affect college finances. The Board will need to determine if the investment requested is appropriate during the Action Item section of the agenda.

Background:

In October of last year, the Board authorized an additional \$500,000 in *salary* spending to bring on new staff to handle complexities around ctclink, compliance, and the increased scope of college activities. Those search processes are under way.

At the time, it was noted that those requests were only a portion of the needed staff. Additional requests would come before the Board in Winter Quarter once the college could update enrollment, revenue, and expense numbers.

Discussion:

The college administration proposes that, based on our projected enrollment and revenue numbers as reviewed in this meeting, the Trustees approve additional funding to increase staffing as soon as search processes can be completed. This request is the second installment of requests that were spread out over the academic year. A final chapter will come during the regular approval process of the Board in May/June.

The executive team has been able to fine tune the exact needs and priority of the additional staff requests over the last four months (i.e., since the October meeting). This request would bring on 5 more individuals across the areas of Facilities, Communications, Human Resources, Title IX Compliance, and Finance Compliance.

The overall salary and benefits costs is listed below.

The total **ANNUAL** amount requested in salary is: \$375,000.

Benefits amount to: \$150,000

The total "ask" is for: \$525,000

The executive team recommends that this amount be funded because:

- 1) we did not end last year in a deficit;
- 2) we a marginally small deficit this year, even with the new staff approved in October;
- 3) we have healthy reserves;
- 4) we currently anticipate a "break even" budget for 24-25 before any possible/expected enrollment increases;

5) we are making plans to also invest in more full-time faculty based on a 5-year faculty growth plan that has been discussed with the Union,

6) this next investment continues to bring stabilization and growth opportunities for the college.

This will be brought back and voted on during the Action Item section of the agenda.

Cascadia College Board of Trustees

Action Item 1

Subject: Incremental Staffing Plan

Justification:

The college's stability is largely a function of steady enrollment (revenue) and a stable staffing model. Both of these have been on-going challenges during and since the Pandemic. This topic continues the request for additional staffing stability as outlined in the previous discussion item. The Board will need to determine if the investment requested is appropriate.

Background:

Please refer to Discussion Item 4 in this packet.

Discussion:

The college administration is requesting authorization to hire 5 additional new staff equaling \$525,000 in salary and benefits costs.

Action:

"The Board moves to approve the incremental staffing request in a total amount not to exceed \$525,000 beginning as of this date."

Vote/Adoption:

Trustee makes the motion: _____

Trustee seconds the motion: _____

	Yes	No	Abstain
Hinojos			
Lee			
Ponto			
Quint			
Seabrooks			

Cascadia Community College Federation of Teachers Local 6191, AFT



*Report to the Board of Trustees
Cascadia Community College
Meeting Date: February 2024*

❖ **AFT-WA Lobby Day 2/19/24**

CCCFT members will be joining with AFT-WA brothers, sisters, and siblings from around the state to lobby in Olympia on Presidents' Day to persuade legislators to step up support for higher education in the state of Washington, including pushing for pay that reflects the importance of the work that we do, reduced barriers to student support services, Pre-K School Employees Benefits Board improvement, adjunct pay equity, and enhancements to ParaEducator certification.

❖ **CCCFT and Shared Governance**

As CCCFT members, the College, and President Murray continue to strive for an institution that operates consistently with the principles of shared governance, these words about shared governance from the American Association of University Professors may be useful:

“Shared governance refers to the joint responsibility of faculty, administrations, and governing boards to govern colleges and universities. Differences in the weight of each group's voice on a particular issue should be determined by the extent of its responsibility for and expertise on that issue.

The role of the faculty is to have primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and aspects of student life which relate to the educational process. The responsibility for faculty status includes appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal. The faculty should also have a role in decision-making outside of their immediate areas of primary responsibility, including long-term planning, budgeting, and the selection, evaluation, and retention of administrators.”

We're aware that people's views on what shared governance entails are varied, and that, as is said, “the devil is in the details,” but we continue to believe that Cascadia is a place where shared governance can flourish and are committed to the ongoing effort to making that happen on a daily basis.

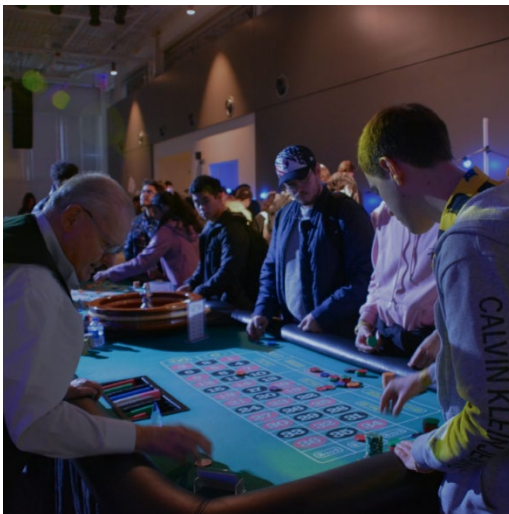
*Report to the Trustees
February Meeting 2024
Events & Advocacy Board
Cascadia College*



By Miyuki Sandoval, Advocacy Chair

Events:

- Personal Investing Basics- How to Make Your Money Grow: This was a great opportunity for students to increase their financial literacy and gain valuable insight and tips on how to invest their money wisely. EAB collaborated with Professor Marc Hyman as our guest speaker, who did a wonderful job explaining 20 students fundamental concepts such as how to best organize your money and the rules of investing.
- Casino Night: EAB and CEB collaborated to bring Casino Night back to our campus! Thanks to some unique marketing tactics, we were able to draw in 281 students. There was an assortment of casino-themed games available for students to stop by at, such as poker, craps, blackjack, and roulette. This was a great opportunity for students on both sides of the campus to play and have some fun together. We also highlighted the Cascadia Chess Club with their own alcove, as well as the Cascadia Photography club serving as paparazzi.



Advocacy:

- Common Hour: EAB has finished summarizing the data collected from the student survey and has sent a report to Dr. Kerry Levett.
- Legislative Advocacy Day: Alongside Dr. Eric Murray, EAB members Zuah Han and Miyuki Sandoval went to Olympia to speak to seven State Representatives about legislative initiatives to support Cascadia. These initiatives included Textbook Affordability, Housing Affordability, Harm Reduction, and Student Pay Equity and Increased Financial Assistance. Through insightful conversations with these Representatives, EAB deepened their understanding of the democratic process and the power of civic engagement.



- Governor Inslee: EAB members Brandon Lai and Miyuki Sandoval joined students from across campus in a conversation with Governor Inslee. Students had the opportunity to get to know the Governor better and learn more about the Climate Commitment Act. The conversation provided insight into the sustainability initiatives currently happening on our campus.

