



CASCADIA COLLEGE BOARD OF TRUSTEES

Wednesday, September 20, 2023



September 13, 2023

Dear Trustees and Community Members:

We begin again. The summer has been a productive and busy time for staff as well as those students & faculty who engaged in summer quarter. As my Friday Letters summarize much of what happens at Cascadia, I will keep these opening comments brief for the Board packet each month.

Each month, you'll see a summary below of the President's major activities since the last Board meeting. Please feel free to ask about these during the President's Report at the meeting.

Thereafter, I have asked the senior staff to share a one-page highlight of their division to keep you updated on operations.

See you next week.

Eric

Vacation

- June 14 to July 4

Campus

- Foundation-related meetings (x15)
- Executive Team retreats (x3)
- Board of Trustees retreat
- Together Center / Redmond Classroom Grand Opening
- Convocation

Community / State

- WACTC retreat
- Leadership Eastside (x8)
 - Including hosting the Eastside Mayor's Luncheon
- One Redmond (x4)
 - Including moderating the Redmond Mayors Candidate Forum
- Bothell Kenmore Chamber of Commerce (x5)
- Tour of Philips Manufacturing with Gov. Inslee
- Continuing Education conversation with LWIT and Everett CC
- Annual meeting with District1 State Legislators

UWB

- UWB Meetings (x1)
- Meeting with City of Bothell and UWB (x1)

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

HUMAN RESOURCES/ PAYROLL

- Our sole HR Generalist, Kayleen Gill, with support from our Part-Time-Hourly and all the hiring managers, closed 13 job vacancies this summer.
- The payroll team (Melissa & Brett) went above and beyond to provide key payroll related reports and context for the fiscal audit.
- Melissa Stoner, Kayleen Gill, Steve Kroeger and Cliff Frederickson shared their domain expertise to successfully complete the compensation updates to update FY23-24 salary & benefits for all our employees.

FINANCE

- Cliff Frederickson & Nara Tseesuran were instrumental in completing all aspects of Fiscal year end reporting. The executive summary of the year end will be shared in the October trustee meeting.
- The college completed the long overdue FY19-20 audit and is now working on FY20-21 fiscal review with our external auditors. Thanks to Thais Lima, Steve Kroeger and Chanel Trussell for keeping the audit momentum going.
- Shyla Hansen was instrumental in catching up the backlog of our running start billing with the local school districts.
- Steve Kroeger and Amphi Diga collaborated with many stakeholders to roll out a new Accounts Payable process to standardize vendor payments across the college.
- The finance team has lost 3 valuable employees this summer and is now working in emergency mode to sustain operations. Replacement staff will be on board by the end of September and begin the arduous journey of learning ctcLink.

INFORMATION SERVICES

- Information Services replaced computers in seven classrooms with brand new, converted one classroom from a computer lab dedicated to our prior Continuing Education program to a lecture room and replaced the less functional thin clients in one room with desktop computers to enable that room to have full capabilities.
- The IS team also completed replacement of aging audio/visual systems in four classrooms and set up the brand-new classroom at Redmond Together Center with the necessary equipment for the start of classes in Fall.
- In our continued efforts to improve the campus information security posture, I.S. began to implement Multi-factor Authentication (MFA) on our campus managed systems this summer. MFA is enabled for Exempt and Classified employees. Faculty will have this enabled in late October.
- To prevent the use of Cascadia accounts for phishing/spamming, I.S. implemented a change to the "admitted student" email addresses preventing them from sending messages outside of our domain. These accounts belong to students who were accepted but have not enrolled in any classes yet. This is part of an ongoing continuous improvement project to provide students and potential students with the resources they need to access campus services while continuing to protect the campus's network and data resources.

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

COMMUNICATIONS/OUTREACH/MARKETING

Outreach

A very busy summer of community and prospective student engagement! Outreach hosted and attended various events, including summer community fairs in our service areas, sponsoring the UWB 1k Kids race, participating in the Bothell 4th of July parade, and hosting the first of three 5-Star Community and Technical college fairs which averaged 2,000 connections, and even greater visibility.



Marketing/Web

We've had a successful summer/fall enrollment campaign: *This is how I college*. The August/September campaign will end September 17 with a more robust report on engagement and leads capture. See the three videos featured in the digital campaign on our Instagram page: [Video 1](#), [Video 2](#), [Video 3](#).

Website redesign is in its next phase. The core team is moving through copy writing for second and third level pages, taking information from stakeholders to update content, and prepping for a follow up photo session to capture images that tell Cascadia's story.

FACILITIES & CAPTIAL PROJECTS

Facilities

Summer projects have included cleaning out storage areas and disposing of items no longer in use and/or broken. The buildings have had the annual fire testing and maintenance completed. Events hosted DigiPen summer youth camp on the campus and had successful feedback and they look to return next summer.

Capital Projects

Innovation Hall – Construction is in the final phase of installing furniture into classrooms and offices.

Facilities will be assisting in moving 13 faculty and the chemistry lab at the end of Fall quarter. The official grand opening of INV Hall is currently being planned for November.

CC5 – The designing process of CC5 is nearing completion. The team has been making adjustments to the plans to both meet functional needs as well as budgetary needs. The site plan application to the City of Bothell is slated for October.

INTERNATIONAL PROGRAMS

Marketing & Recruitment

Our marketing team was busy updating all print and digital materials for 2023-24 and finalizing our Fall international recruitment travel plans. After multiple meetings and researching markets from different angles, we have decided to travel to Bangladesh, Brazil, Cambodia, Japan, Nepal, Pakistan, Singapore, Philippines, South Korea, Sri Lanka, Taiwan, and UK in September and October.

Academic/Immigration Advising & Support Services

15 new students from China, Japan, Taiwan, Turkmenistan, and Palestine arrived for Summer '23. Many of them participated in the Fourth of July parade with the Cascadia team! The advising team has been in close communication with current and new students for fall registration and tuition payments and preparing for Fall '23 orientation. The IP also hosted 2 student events this summer – a trip to the Woodland Park Zoo in July and an Italian Soda Social in August. 2 Cascadia students participated in our study abroad program in Costa Rica.

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

WE WELCOME FALL TERM

This week we welcome our faculty back to campus during our Opening Week activities. This year we remain focused on accessible and equitable learning through professional development. The TLA (Teaching and Learning Academy) continues as a programming partner for the week including sponsoring a keynote speaker, Dr. Jeremiah Sims. <https://www.rootedinlove.education>

“FIND YOUR PATHWAY” FALL CAMPAIGN LAUNCH

The "Find Your Pathway" fall campaign is designed to empower our campus community and help our students navigate their academic and career choices. This campaign introduces students and campus community to our [7 Areas of Interest and 71 pathways!](#) Beginning fall quarter, we will engage students (during their onboarding experience) with “Find Your Pathway” giveaways, in addition to various onboarding communications and Advising touch-points that encourages students to explore our Pathways. Our goal is to provide every student with the necessary tools and guidance to make informed choices to “Find Your Pathway.”

COLLEGE IN THE HIGH SCHOOL (CIHS) UPDATE

CIHS is a dual enrollment program in which high school students earn college credit through specific courses taken at their respective high schools. Cascadia has at least one CIHS course at every high school in the North Shore District. Last spring the legislature approved a bill that will make CIHS course enrollment free to participating high school students. Going forward, community colleges will be compensated by the state for each high school section offered rather than the past practice of collecting individual fees. This change should result in a significant boost in student participation while the impact on program revenue remains unclear.

NEW DEGREE PROGRAM APPROVED

Cascadia’s new Water Resource Management program (an AAS-T degree) has been added to the college’s inventory after gaining final approval from the SBCTC. The program has been in development for the past year and will prepare students for surface, stormwater and wetland career opportunities. It will fall under the Earth Sciences, Sustainability and Environmental Studies area of interest and serve as a pathway to the BAS degree for Sustainable Practices.

STEM PROJECT UPDATES

This summer, Cascadia faculty members and staff continued to strengthen intercollege relationships and to infuse High Impact Practices through the STEM Transfer Partnership with UWB, CUREs grant projects, and the creation and launch of a joint lab skills course with UWB.

- We are finalizing the articulation agreement between Cascadia and UWB Students will now have direct admission avenues to Electrical and Mechanical Engineering degrees at UWB from Cascadia.
- Cascadia College is part of a grant-funded, multi-college community of practice to infuse course-based undergraduate research experiences. Faculty members Sadie Rosenthal and Kimia Ghanbeigi, with Lab Technician Margee Will and Dean Kristina Young, attended the Cascadia CURE Conference in Leavenworth this July to begin work and share best practices.
- This pre-fall term, Cascadia and UWB Chemistry faculty launched Chemistry 157: Learning Strategies in Biology and Chemistry. This course was developed to address learning gaps and confidence building for students entering STEM fields by immersing them in applied lab skill-building.

From the Vice President for Student Success, Erin Blakeney:

Enrollment Services

- As of 9/8, there have been 531 CORE orientation attendees for Summer/Fall 2023, with over 290 attendees registered for the remaining September sessions.
- I would like to thank the entire Enrollment Services team for all their hard work and patience throughout the recent staff transitions and ensuring we continue to provide an equitable service to our students. Thank you to Huda Sarhan, Aaron Smith, Darla Hart, Marion Heard, Rachel Druck, and Kira McBride.

Student Accessibility Services (SAS)

- Student Accessibility Services is collaborating with the Division of Vocational Rehabilitation, the City of Bothell, and the Disability Empowerment Center to host several community events in October. October is Disability Awareness Month and the focus of these events will be about barriers the disability community faces with employment and how students can access resources related to gaining employment. SAS has noticed an increase in students requesting resources for employment and we hope these events will increase awareness about this important topic.
- During Opening Week, SAS has presentations planned for faculty and Bock Learning Center tutors. The faculty presentation will focus on topics related to accessibility and accommodations while our presentation for BLC tutors focuses on working with neurodiverse learners. We are grateful for the collaborations with our campus partners.

Student Advising & Support Services

KODIAK CORNER ADVISING APPOINTMENTS SUMMER QUARTER 2023 (JULY 3 – AUGUST 31, 2023)

- Total Students Meetings: 552
 - Drop-ins: 337
 - Scheduled Appointments: 215 (Virtual 164; In-Person 48; Phone 3)

TRANSFER SERVICES EVENTS SUMMER QUARTER

The Career and Transfer Services offer a variety of sessions to help students better understand the transfer process. Two events were hosted during the Summer Quarter.

- **Transfer 101** (basics of transferring from Cascadia to a university): attendance: 8 students
- **Personal Statement 101** (the basics on writing personal statement as part of the transfer application): 6 students

Student Financial Services (SFS)

- High school nights are returning! The staff will be co-presenting with UWB to families at Jackson High School on October 11th.
- SFS is up-to-date on awarding for fall quarter and seeing new financial aid applications & enrollments to Cascadia from other colleges who may be behind in their awarding.
- **Student Life**
- Jumpstart Orientation is ready to welcome 330 new students September 21 & 22 and get them prepared for Fall Quarter
- The Kodiak Cave is implementing new inventory software (Pantrysoft) making it easier for students to access and shop for needed food and hygiene products. The Cave has also recently partnered with Franz Bakery to receive weekly bread and baked good donations.
- Becky Riopel was selected to support the [Higher Education Consortium for Student Affairs Certification](#), established by student affairs professional associations to grant and manage the Student Affairs Educator Certification. She will serve on the curriculum review committee which supports the design, development, administration, analysis, and communication of the practice analysis for the Campus Activities Specialty Certification, monitors exam performance and makes recommendations regarding respective certification scheme elements and process requirements, examination forms, pass/fail standards, and other essential certification decisions.

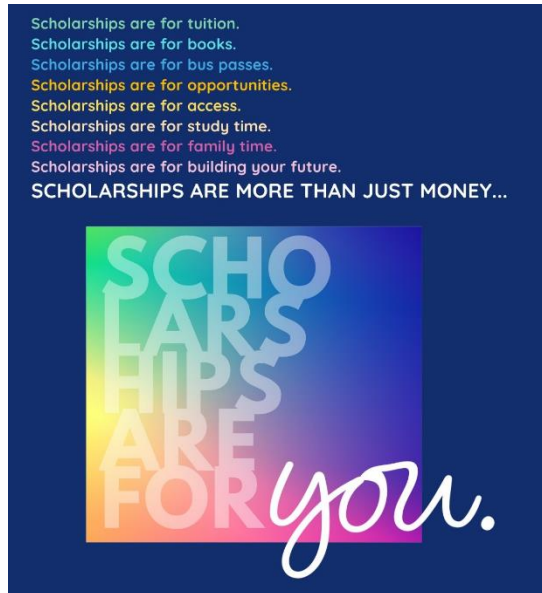
From the Executive Director of Cascadia College Foundation, Brittany Caldwell:

WELCOME NEW FOUNDATION BOARD MEMBER:

- Deby Rourke, John L. Scott Real Estate - Managing Broker

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:



Applications for our Fall Scholarship cycle are now being accepted. Completed applications are due by 5:00 PM Friday, October 13, 2023. All applicants will be notified of the results of their application by Wednesday, November 15, 2023.

We will award between 20 and 30 scholarships that will be available winter and spring quarters of the current academic year.

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](#).

CASCADIA COFFEE SHOP UPDATE:

After serving our campus for 18 years in the lower level of CC2, Stopwatch Espresso has closed their operations. We are incredibly grateful for their many years of support/service offering tasty beverages and grab-and-go snacks, employing our students, and creating a space for our community to connect. Thank you, Stopwatch!

The Cascadia College Foundation is in the process of evaluating what food/beverage services will best serve our community. To share your feedback and ideas, please email [Brittany](#). In the meantime, beverages, snacks, and other treats are available at [alternative food services on campus](#). Thank you for your patience through this transition.

2023-24 FUNDRAISING PRIORITIES HAVE BEEN SELECTED:

Each year the Foundation Board of Directors reviews the recommended fundraising priorities presented by the Cascadia College E-Team and selects projects to support in the coming year. This year's fundraising priorities are:

- | | |
|-------------|---|
| Priority 1: | Cascadia Scholars Textbooks and Supplies |
| Priority 2: | Cascadia Scholars Scholarships |
| Priority 3: | Innovation Hall |
| Priority 4: | Cascadia College Redmond |
| Priority 5: | Students of Color Conference Sponsorships |

WE LOOK FORWARD TO PRESENTING OUR FULL 2022-23 PROGRAM REPORT AND OUR PLANS AND GOALS FOR THIS UPCOMING YEAR AT THE OCTOBER 18TH BOARD OF TRUSTEES MEETING.



Board of Trustees Meeting Agenda

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

Regular Meeting
Wednesday, September 20th 2023
4:00 p.m.

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

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

Wednesday, September 20th 2023
4:00 p.m.

AGENDA

1. CALL TO ORDER (4:00pm)

2. CONSENT AGENDA

- Meeting Agenda
- Minutes from last meeting – June 14th 2023

3. PUBLIC COMMENTS

Anyone wishing to speak about 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

- Welcome to New Trustee, Alex Lee
- Introduction of New Employees/Promotions
- Student Leader Introductions

5. INFORMATION ITEMS

- 1) Strategic Story: City of Kenmore Learning Gaps Program
- 2) Policy Overview (EM)
- 3) Campus Safety Overview (EM)

6. DISCUSSION/PRESENTATION ITEMS

- 1) Year-in-Review: Equity & Inclusion (CD)
- 2) Mission Fulfillment Update (KL)
- 3) Risk Mitigation: Staffing Stability (EM)

7. RECOMMENDED ACTION ITEMS

- 1) 2023-2024 Election of Chair and Vice Chair
- 2) 2023-2024 Legislative Action Committee BOT Rep
- 3) 2023-2024 Sub-Committee Membership (Finance, Strategic Planning)
- 4) 2023-2024 School District Reps

8. OTHER REPORTS

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

9. OTHER BUSINESS OR ANNOUNCEMENTS

10. NEXT MEETING

- Next regularly scheduled Board meeting is Wednesday, October 18, 2023

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

**Minutes
Regular Meeting
Cascadia College Board of Trustees
June 14, 2023**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

Dr. Jashoda Bothra, Chari Davenport, Dr. Kerry Levett, Dr. Eric Murray, and Meagan Walker present. Lana Smith (AAG) was not present.

Ketra Embleton (recorder) present.
Thais Lima (presentation assistant) present.

AREA REPRESENTATIVES

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

AUDIENCE

Audience members attending in person and via Zoom included: Erin Blakeney, John Boesenberg (via Zoom), Cliff Frederickson, Chris Gildow, Christine Gildow, Sara Gomez-Taylor, Michael Horn, Becky Riopel, Larissa Tikhonova, and Kristina Young

1. CALL TO ORDER

Chair Colleen Ponto called the meeting to order at 4:44 PM

2. CONSENT AGENDA

Chair Colleen Ponto asked for approval of the consent agenda.

MOTION: Trustee, Angie Hinojos made a motion to approve. Trustee Meghan Quint seconded the motion.

APPROVED. Unanimously. No Abstentions.

3. PUBLIC COMMENTS

There were no public comments.

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS

New Employees

- Brett Eyer, Payroll Coordinator
- John Boesenberg, Interim Director of Human Resources and Payroll
- Cliff Fredrickson, Director of Finance

Promotions – No promotions

5. INFORMATION ITEMS

There were no information items.

6. DISCUSSION/PRESENTATION ITEMS

Equity and Inclusion Focus

Executive Director of Equity and Inclusion, Chari Davenport, presented a closer look at actions Cascadia has taken to comply with legislation regarding equity and inclusion. Key points included:

- SB5227 – Diversity in Higher Education
 - Campus Climate Assessment survey results posted on E&I web page and campus listening sessions.
 - Legislation requires two additional assessments
 - Chantal Carrancho led listening sessions with students
 - Received 175 responses out of 2079 surveys sent. There were IT difficulties in providing the survey
 - Results received were positive. Lower numbers in sense of belonging and although numbers were low, that will not be ignored
 - Student responses aligned with employee responses
- Ways to connect
 - Newsletter
 - Webpage
 - E&I Center
 - MS Forms input
- Next Steps – Employee focus
 - Continue to review all data sets

Questions:

- This is the first year of the climate survey. Return rate is low. What will be done to increase involvement in the survey?
While this type of survey traditionally has low return rates, email, social media, and text messages will be used to communicate with students. This is ongoing and we will learn as we go.
- Will data ever be disaggregated? This will be done over the summer.
- How much of Cascadia student population is made up of non-traditional students? 6% Veteran student population has also dropped. Federal government does not make it easy to be a college student.
- What are the ways that we can address equity and inclusion issues? Perhaps specialized College 101 classes

Strategic Plan Focus

Dr. Kerry Levett, presented the NWCCU Mid-Cycle Review Report and Accreditation Plan. Key points included:

- NWCCU Mid-Cycle Review Summary

- We bring things to BoT meetings in response to –
 - What is needed for mission fulfillment
 - What is needed for strategic adoption
 - What needs to be made public
- No real surprises in the report
- Peer Review Findings
 - Areas for improvement (nothing is a surprise) – explore an 18-month planning cycle. There is appreciation for the fact that there would be cons to an 18-month planning cycle.
An even longer (24 month) cycle might be more effective. This would necessitate solid financial planning.
It isn't a cycle, it's a journey. We may want to explore a constant loop and how would we translate this to outside entities. We want a constant journey of continuous improvement.
 - Standard Comments will try to translate more effectively in 2027
- Four-year work plan
 - Areas for Action – there are already plans in place but they are not strongly codified yet.
 - Next Steps
 - Summer BoT retreat - We now have 2 years-worth of data and 2 years of initiatives
 - Finalize the 2023-24 action plan and present to BoT in Fall

Data, programming, assessment will all collaborate and come together.

Would like to see accomplishments and continued gaps – how can this be presented to BoT in a way that is helpful but not burdensome to college?

7. ACTION ITEMS

College Operational Budget

Vice President for Administrative Services, Dr. Jashoda Bothra, presented the college's first read of the budget at the May 17 board meeting. After careful consideration of the information, trustees will vote whether to adopt the budget. Discussion points included:

- Recommendation read

MOTION: Trustee Meghan Quint made a motion to approve the FY23-24 budget. Mike Kelly seconded the motion.

APPROVED: Unanimous. No abstentions

Awarding of Faculty Emeritus

Dr. Kerry Levett, Vice President for Student Learning and Success presented the award to Chris Gildow, Art Faculty. Comments and key points included:

It is the recommendation of the Union president and College president to present Chris

Gildow the title of Faculty Emeritus

MOTION: Trustee Angie Hinojos made a motion to approve the status of Faculty Emeritus effective immediately to Chris Gildow. Meghan Quint seconded the motion.

APPROVED: Unanimous. No abstentions

Board Self-Assessment

Dr. Michael Horn provided a self-assessment tool to be reviewed, approved, and shared with Trustees. Dr. Horn will administer the survey, collect the results and prepare a results analysis to be presented at the Trustee's summer retreat. Key discussion points included:

- Michael will submit a self-assessment to BoT with timeline for return.

MOTION: Trustee Mike Kelly made a motion to approve the Trustee Self-Assessment instrument and process. Angie Hinojos seconded the motion.

APPROVED: Unanimous. No abstentions

Board Calendar

Dr. Murray provided a draft schedule for 2023-24.

MOTION: Trustee Meghan Quint made a motion to approve the Board of Trustees schedule for 2023-24. Angie Hinojos seconded the motion.

APPROVED: Unanimous. No abstentions

Resolutions

The Trustees discussed resolutions honoring previous Board members, Janet McDaniel and Mike Kelly. Key discussion points included:

- Listed Mike Kelly's accomplishments during his 10-year tenure as Board trustee
- Listed Janet McDaniel's accomplishments during tenure 2012-2022 as trustee

MOTION: Trustee Angie Hinojos made a motion to approve the resolutions honoring Mr. Kelly. Meghan Quint seconded the motion.

APPROVED: Unanimous. No abstentions

Trustee Meghan Quint made a motion to approve the resolutions honoring Ms. McDaniel. Angie Hinojos seconded the motion.

APPROVED: Unanimous. No abstentions

Mike Kelly made a statement of thanks and encouragement.

8. REPORTS

Cascadia Events & Advocacy Board (EAB)

Ms. Fernanda Armas Galin was present to share information about recent and upcoming student events and issues of concern.

Springfest was a success – 400+ students participated. Club meetings were appreciative of Dr. Murray.

Thank you for the opportunity to serve.

There is an amazing team coming up with the new advocacy chair – Miyuki Sandoval

Cascadia Community College Federation of Teachers (CCCFT)

Tenured Founding Faculty, David Shapiro submitted a written report and was present.
Congratulations to Chris Gildow for Emeritus standing
Congratulations to Mike Kelly

Cascadia College Classified Union Washington Public Employees Association (WPEA)

Ryan Higgins submitted a written report and was present to share updates from the Classified staff.

- Vaccine update – the college is still offering the \$1000 incentive that expires Dec 2023
- 2023 Labor Council convention – WPEA fully funds attendance to the convention
- UW Strikes – there are picket lines at UW Seattle, but none at UWB at this time
This should not have any direct impact on Cascadia
There are 4 people in the bargaining unit at UWB
- Julia Williams from WPEA made the following statement, although there was some deviation in the oral reading of this.

Written Statement submitted for the record via email 6/15/2023:

Thank you, Ryan for that union update. Members of the board, thank you for your dedication to Cascadia college, and for this opportunity to speak. I am Julia Williams the Washington Public Employees Association Member Representative. I am the union rep for classified employees here at Cascadia. Today my address is very brief but a high priority to the union. Some of you are aware of my history with Cascadia College some of you are not. I worked here, rank and file in student services for 7 years prior to accepting my position with the union. For years and years Cascadia was widely regarded as leading the way in Washington higher education institutions in their work, efforts, and expectations around diversity, equity and inclusion for staff, faculty, and students.

I am here today because many employees currently and formerly employed at Cascadia have brought to the union's attention feel this isn't the case anymore. They have felt unsafe or been silenced when speaking up about concerns around DEI. This impacts employee morale, employee wellbeing, productivity, and overall sense of belonging.

I am not here to bring specific concerns but rather to raise awareness around this issue. Specific concerns have been brought up to HR recently and it is my understanding that the college intends to address some of these concerns through formal and informal processes.

Having these issues adequately addressed is a high priority to the WPEA. I look forward being able to report at the next regular board meeting that all concerns have been or are in the process of being adequately addressed.

Again, thank you for your time.

Chair and Individual Board Members Reports

Chair Ponto reported:

Attended NSD board meeting – the room was packed. Huge concerns by students and community especially about safety and ending the contract of a resource officer at the school. Only pros for keeping the resource officer. Had to cut off public comments.

President's Report

Dr. Eric Murray report:

1. School board notes available
2. Going on vacation
3. Next gathering is 8/23/2023 – BoT retreat 9-noon and e-team will be joining for most of that.

9. OTHER BUSINESS/ANNOUNCEMENTS

There were no other announcements.

10. MEETING ADJOURNMENT

Chair Ponto adjourned the regular meeting at 5:36 pm.

11. Minutes Approved and Adopted on, August 23, 2023.

Dr. Colleen Ponto, Board Chair

Attest:

Dr. Eric Murray, President

Bdminutes06142023

Cascadia College Board of Trustees
NEW EMPLOYEES and/or PROMOTIONS

Subject: New Employees and/or Promotions

Justification:

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:

Alex Lee, Board of Trustee

Alex Lee is a Client Advisor and Member with Auxano Advisors. He serves a wide variety of clients and has extensive expertise working with families that have real estate holdings. He brings tremendous industry acumen to the practice of solving complex financial questions and has been awarded the industry's highest honor, the FIVE STAR Wealth Manager - Best in Client Satisfaction Award. Prior to joining Auxano in 2002, he served as a financial advisor to families at Waddell & Reed. At Waddell, Alex was awarded the Pacesetter distinction and Circle awards for outstanding achievement. Alex earned a BA in Economics from the University of Washington, is a Certified Financial Planner (CFP®), and a graduate of the College for Financial Planning. Alex is a former board member of the Deaf-Blind Service Center, the Husky Marching Band Alumni Association, and was the chair of the Cascadia College Foundation Board for 10 years before being appointed by Gov. Jay Inslee to serve as a Trustee at Cascadia.

Kelly Leahy, Instructional Designer

Kelly has a background as a college and university librarian. She has created and facilitated information literacy courses, collaborated with academic departments to provide research and instruction to meet students' needs, and redesigned courses to meet the needs of first-generation college students and adult learners. Kelly has also developed educational resources for faculty and facilitated a series of workshops addressing antiracism in instruction and advising. Kelly earned her B.A. in History from Western Washington University and her M.A. in Library and Information Studies from University of Wisconsin-Madison, and she is completing a certificate in Instructional Design from the University of Wisconsin-Stout.

Thuy Pham, Program Specialist 2

Thuy originally came to CCF as a student taking evening ESL classes at Cascadia. Since February of this year Thuy has been working as a student ambassador for the CCF program supporting orientation and placement testing. Thuy has a strong background in customer service and

supporting students. She has a BS degree in International Business, a BA in Business French and we are thrilled to have her joining us on a full-time basis.

Ifrac Mohamed, Director of Human Resources

Ifrac has worked at Broadmoor Realty Capital as an HR Manager and for Amazon Web Services in various HR roles. She graduated with her Bachelor's in Psychology and Public Health from the University of Washington and has credentials as a career coach. Fun fact: she speaks Somali.

Jason Rue, Director of Human Resources

Jason has worked for several organizations as both an HR Partner and Manager. He received his Bachelor's of Fine Arts in Theater from Chapman University and spent much of his career helping organizations to support individuals with behavioral health challenges. He is a Certified Professional with the Society of Human Resources Management. Fun fact: he was a member of the Blue Man Group in his youth and was a part of the New York-based performance group.

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

Alia Mahdi – Executive Assistant to Operations Manager
Chantal Carrancho – Associate Dean to Dean of Student Learning
Chari Davenport – Executive Director to Vice President of Equity & Inclusion
Daniel Tran – IT Support Analyst to Systems Administrator
Erin Blakeney – Dean to Vice President of Student Success Services
Huda Sarhan – Program Specialist 3 to Assistant Director of Enrollment Services
Jacqueline Webb – Program Assistant to Program Specialist 2
Linda Richard – Tenure Track Faculty to Tenured Faculty
Nara Tseesuren – Fiscal Technician 2 to Fiscal Analyst 2
Nicholas Eddington – IT Support Analyst to Systems Administrator
Rachel Druck – Customer Service Specialist 3 to Program Specialist 3- Credentialing

Events & Advocacy Board (EAB) is the campus programming board and student government. EAB members provide advocacy through sharing the student voice with campus administration regarding student concerns, support needs and providing feedback on campus projects. They also coordinate a robust programming calendar offering social, cultural and educational activities for students to feel connected to the Cascadia community, make new friends and build connections outside of the classroom.

Miyuki Sandoval – Advocacy Chair

Miriam Alhassani – Programming Chair

Zuah Han – Clubs Coordinator

Brandon Lai – Events Coordinator

Veronica Martinez - Events Coordinator

Anthony Rodgers - Events Coordinator

Community Engagement Officers (CEO) are a group of student leaders who promote the Kodiak spirit and sense of belonging at Cascadia. CEO members encourage students to get involved with The Office of Student Life's programs and activities through fun and engaging outreach, including creation of the TP Times, Kody's Weekly Newsletter and campus appearances by Kody the Kodiak.

Selina Wu – Outreach & Marketing

Julianna Lin - Outreach & Marketing

Hiya Mehta - Outreach & Marketing

Monica He – Graphic Designer

Cascadia College Board of Trustees Information Items

Subject: Strategic Story: Kenmore Community Partnership – Address student learning gaps through the Cascadia Academy.

Justification:

The Board has asked for faculty, student, and program “Mission Moments” or “Strategic Success Stories” each month.

Background:

Our strategic plan represents actions we take as we collectively seek mission fulfillment. This month we are focusing on a new strategic initiative: Cascadia Academy. This overview sets the framework for this strategic story.

A Cascadia alum, Janet Quinn, reached out to Cascadia with concerns on how to address existing learning gaps of students who live within the City of Kenmore. Consequently, we were invited to apply and received a \$50,000 grant from an ARPA (American Rescue Plan Act) grant by the City of Kenmore for 2023-2024.

In order to narrow the scope of the purpose of the grant, we are focusing on current high school junior and senior students in the Northshore School District who live in the City of Kenmore. Our grant program addresses concrete skills and mindset via workshops, instruction, and mentoring. Kerry Levett and Chari Davenport are serving as the project leads.

In addition to the work and support of our staff and faculty, current community partners include:

- City of Kenmore
- Northshore School District (NSD) staff
- Inglemoor and Bothell High School administrative staff
- NSD AVID program (housed at Inglemoor High School)

Kerry Levett and Chari Davenport will be available to answer questions.

Related Documents:

- Information Item 1a. – ppt overview of the program.

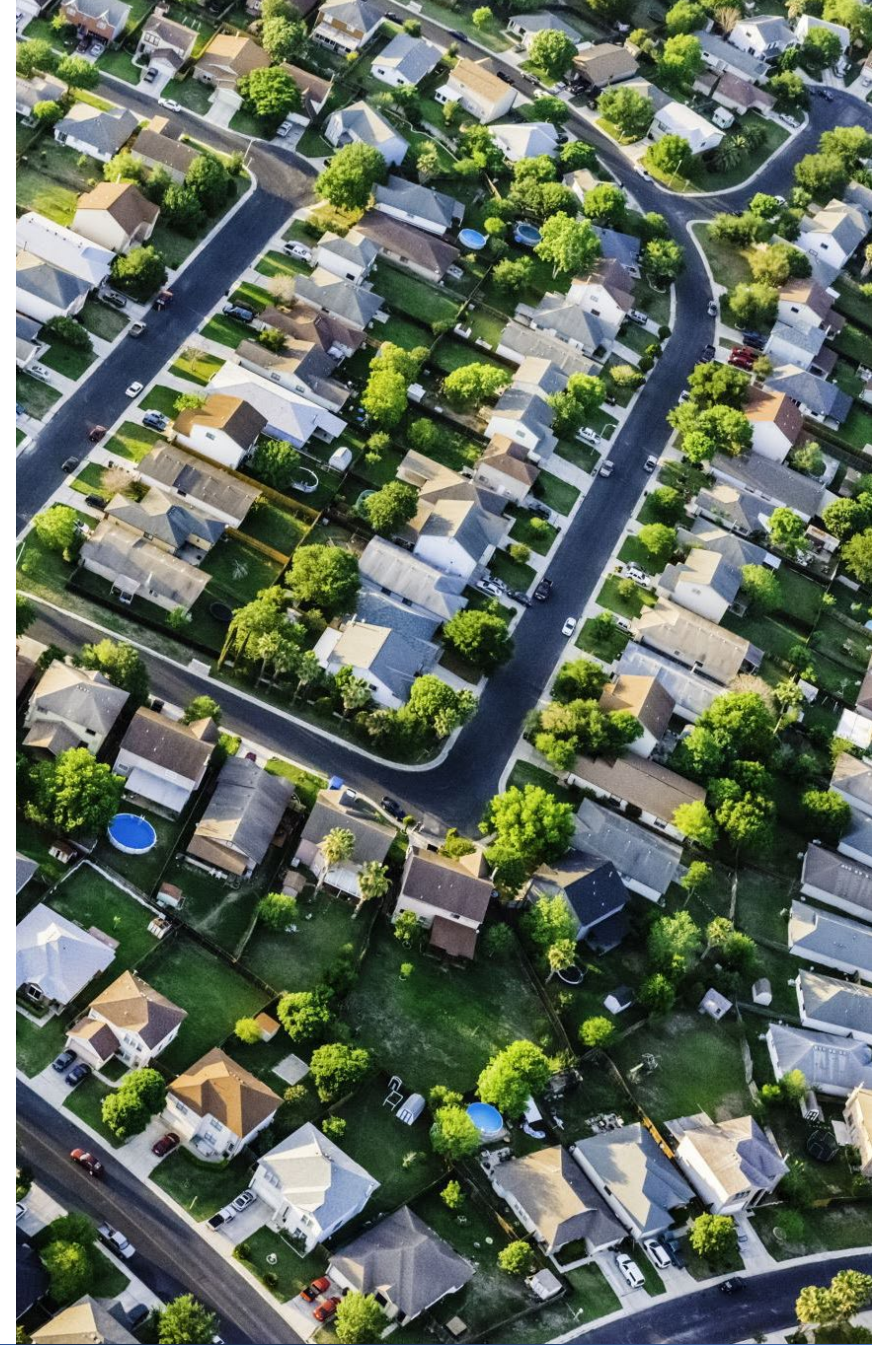


Strategic Initiative Cascadia Academy: A community partnership

Address learning gaps of Kenmore Junior and Senior High School
Students

We are the community's college...

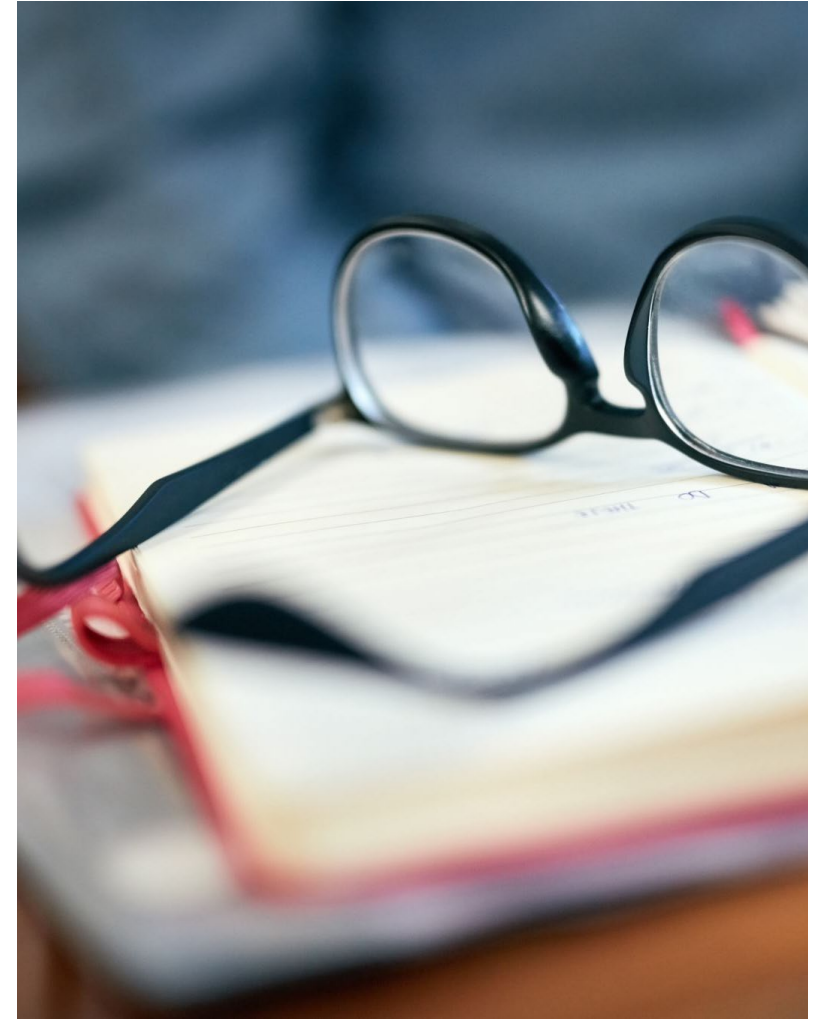
- The City of Kenmore staff approached us about a grant opportunity with ARPA funds (American Rescue Plan Act)
- Kerry and Chari met with City staff as well as Northshore School District leadership
- A grant proposal was submitted based on the joint planning and approved for the 2023-2024
 - \$50,000 was awarded to directly fund the program



Problem we are addressing

We recognize the impact of the COVID 19 pandemic on students in our community, specifically juniors and seniors. Significant learning gaps have appeared as a result of the disruptions these students experienced during this global phenomenon. While younger students have time to catch up on their learning, we know that juniors and seniors do not have this same opportunity.

We (Cascadia College) will help students recover this lost time and further develop the academic skills they will need to enter college, or the workforce. We hope to serve 100 Kenmore students throughout the year.





Who we are serving

- Up to 100 current junior and senior students living within the City of Kenmore
- Students participating in AVID (a national college going culture building program supporting historically marginalized students)



Program Components

Wednesdays at
Cascadia

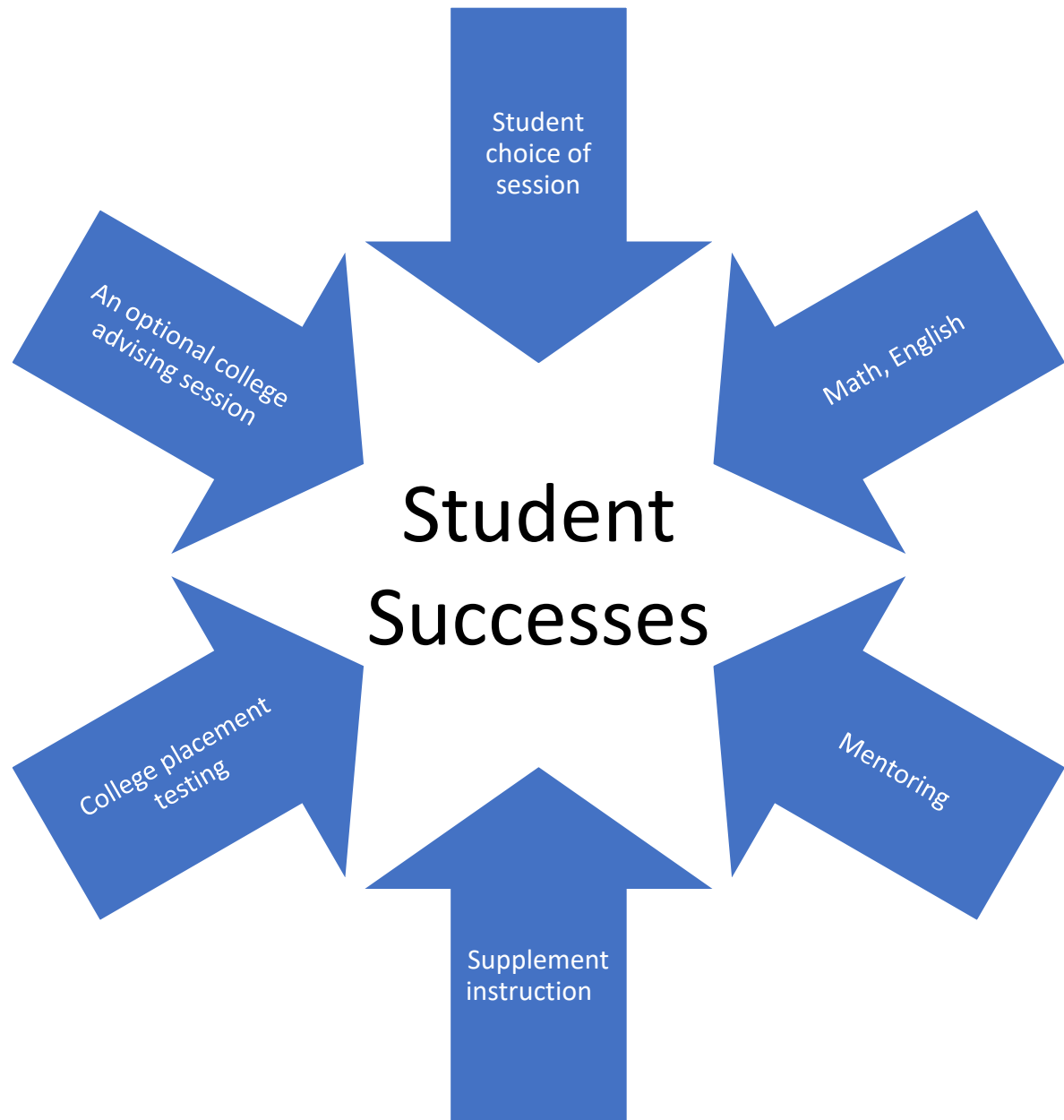
Summer
Learning
Academy

Wednesdays @ Cascadia

This phase focuses on laying the foundation for students to be successful in the classroom, as well as, navigating the transition from high school to college.

- Host a series of monthly structured learning experiences involving expert staff and faculty on Wednesday afternoons. Topics to be covered include, but are not limited to: science lab skills, general college learning skills (2 sessions), select course introductions (mini teaching/learning sessions), how to pay for college, time management strategies, career exploration, and mentoring groups (4-5 students to one mentor)
- In fall, a special college advising session will be offered to senior students. The purpose of this session is to help students identify potential choice colleges or workforce/industry jobs. This can be an in-person or virtual session.





Summer Academy



What will success look like?



Students

Students will improve skills, knowledge, and confidence they can be successful college students.

- Students will complete at least 1 college application
- Students will identify career interests and know how to select related academic programs
- Students Math and English capacities will improve



Community

Community relationships will advance with NSD and City of Kenmore



Cascadia

Staff and faculty contribute to our mission utilizing our internal skills, knowledge and expertise

Strategic Initiative: Cascadia Academy

Brief Description:

This is a community partnership with the City of Kenmore (funder), Northshore School District, and Cascadia College to address learning gaps of Kenmore junior and senior high school students through the Cascadia Academy.

Problem we are addressing:

We recognize the impact of the COVID 19 pandemic on students in our community, specifically juniors and seniors. Significant learning gaps have appeared as a result of the disruptions these students experienced during this global phenomenon. While younger students have time to catch up on their learning, we know that juniors and seniors do not have this same opportunity.

We (Cascadia College) will help students recover this lost time and further develop the academic skills they will need to enter college, or the workforce. We hope to serve 100 Kenmore students throughout the year.

Overview of Cascadia Academy:

Wednesdays @ Cascadia

This phase focuses on laying the foundation for students to be successful in the classroom, as well as, navigating the transition from high school to college.

- Host a series of monthly structured learning experiences involving expert staff and faculty on Wednesday afternoons. Topics to be covered include, but are not limited to:
- science lab skills
- general college learning skills (2 sessions)
- select course introductions (mini teaching/learning sessions)
- how to pay for college
- time management strategies
- career exploration
- mentoring groups (4-5 students to one mentor)

Summer Learning Academy

This phase is a two-week summer instructional program designed to improve student's competency in Math and English, as well as, address college preparedness via mentoring. Components include:

- Student choice of session time (morning or afternoon)
- Instruction in Math and English from Cascadia faculty
- Mentoring
- Optional supplemental instruction through the Bock Learning Center
- Optional college placement testing
- Option college advising session

Cascadia College Board of Trustees
Information Item

Subject: Policy Review

Justification:

NWCCU requires that the Trustees periodically review all Board policies.

Background:

The policy review process 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 will be sent after the Board meeting.

Cascadia College Board of Trustees
Information Item

Subject: Campus Safety

Justification:

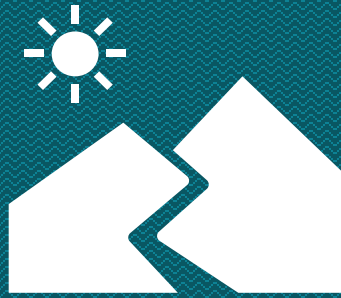
The Trustees have asked for updates on how the college's safety paradigm is evolving.

Background:

Since the murder of George Floyd, aspects of campus safety have been reviewed nationwide to determine the extent to which various topics, such as the use of commissioned police officers and mental health, influence the safety and well-being of campus communities.

Cascadia College and UW Bothell have engaged in these discussions over the past few years and some progress is being made to determine the shape of Campus Safety on campus. This report offers an overview of that process, including highlighted talking points (see the attached Powerpoint) as well as the charter of the Campus Community Safety and Well-Being Advisory Council.

In brief, this council will make final recommendations to decisions needing to be made by December 31 with regard to the campus's Bothell Police Department contract. Other initiatives, like improved mental health services and image changes to Campus Safety are already underway.



The Evolving Landscape of Campus Safety

Update to Board of Trustees

August 2023

Original Objective

To update the campus approach to safety considering new local and national trends and concerns

- Post-COVID
- Black Lives Matter
- “Defund” the police

The Process



Current Approach

- Standard "policing" model



Advisory Task Force

- Recommendations for moving away from "policing approach"



UWB-CC Leadership Meeting

- Focused discussion on goals and desires of campus safety paradigm



Joint Council

- Advising body



Current
Approach

- Classic college/university model
- Director and Assistant Director of Campus Safety
- Unarmed safety officers
- Armed BPT Resource Officer on campus
- Respond to all crises w/o differentiation



Advisory Task Force

Purpose

- Formed in November 2021 as response to student and faculty concerns
- Met over winter and spring 2022
- Conducted small group listening sessions, researched safety offices at other institutions, consulted with faculty experts gender-based violence, consulted professional associations for campus law enforcement, conducted campus-wide survey
- Consider potential changes with completion of student housing and dining complex



Advisory Task
Force

Key Suggestions

- Establish advisory council to help build trust and collaborative decision-making
- Develop model that centers our values and equity and social justice
- Employ and train students as peer resource navigators
- Re-envision model to include health and wellness
- Attend to training, uniforms, streamlined communications



UWB-CC
Leadership
Meeting

- Met in August 2022
- Discussed objectives based on 2021 Task Force report
- Reviewed Cascadia's vision and goals

Cascadia's Vision

Advisory Committee

Director of Campus Safety

- Reporting
- EOC
- Liaison to BPD

Director of Campus Health

- Communication
- Education
- Training

Campus Dispatch Center

Campus Safety

- Campus Security Officers
- Peer-to-Peer
- Threat Assessment
- Escort Services
- Emergency Management

Resources

Counseling Center
UWB Housing
CARE Teams
Food Pantries
Benefits Hub
(Community Resources)

Campus Health

- Social Worker
- Peer-to-Peer
- EH&S (?)

Cascadia's Vision

- Hire new leadership
- Assemble advisory committee ✓
- Audit MSA for services and price value ✓
- Whole campus community safety (shifting from enforcement to neighborhood watch) ✓
 - No weapons
 - New "uniforms"
 - Peers
 - Improve communications
- Institutional Partnership
 - Goal setting
 - Supervision
 - Job Descriptions & Evaluation



UWB-CC
Leadership
Meeting

- Appointed executive sponsors to write Council charge, establish Council, and create action agendas
- Agreement that President and Chancellor make final decisions
- Set June 2023 for initial delivery date for Council

Updated Objective

Update model by shifting to campus community policing model while considering additional new trends

- Uptick in school shootings
- Increased student housing on campus



Joint Council

- Council membership approved and notified
- Charter written, approved, and issued
- Initial meeting held July 2023; next meeting tbd October 2023
- Collecting response data (BPD, Campus Safety, CARE Teams)
- Goal to make recommendation regarding BPD before Thanksgiving

The Process



Community
Partners



Two Institutions



Our Future
State



Community
Partners

- BPD contract expired June 30, 2023 and extended to December 1, 2023
- Without officer on campus, we will wait in line for non-emergencies like everyone else
- BPD currently “understaffed” and waiting on us to make decision

Focus on Emergency Management



Emergency
Management

- Cascadia has new Emergency Manager
 - Responsible for preparedness, response, and recovery
 - Manages employee training, drills, emergency operations center
 - Establishes plans and protocols
 - Updates response documents and software
 - Maintains database
 - Coordinates with UWB's Emergency Manager and Campus Safety
 - Develops relationships with area emergency managers (Bothell, Redmond, King County, UW Seattle)
- Other components
 - Public information officers (PIO)
 - Risk register
 - Continuing ops



To: Campus Community Safety & Well-Being Advisory Council

Council Members

Erin Blakeney	CC Co-Chair
Tim Wilson	UWB Co-Chair
Puneet Birk	UWB student representative
Fernanda Armas Galin	CC student representative
Denise Rollin	UWB at-large member
April Brink	CC at-large member
Ceri Nishihara	UWB faculty representative
TBD	CC faculty representative
TBD	UWB/CC library representative

Ex-Officio Members

Caroline Titan	UWB representative from ODEI
Chari Davenport	CC representative from E&I
Cham Kao	Campus Safety Director
Jessica Mason	UWB Counseling Director
Val Tovar	UWB Director for Prevention, Health & Wellness
Dion Crommarty	UWB Assistant Director of Residence Life
Rosa Liu	UWB Director of Disability Resources for Students
Bryan Fauth	CC Director of Accessibility and Student Support Services

Executive Sponsors

Scott James	UWB Vice Chancellor for Enrollment Management & Student Affairs
Gowri Shankar	UWB Vice Chancellor for Planning & Administration
Meagan Walker	CC Vice President for External Relations & Planning

From: Kristin G. Esterberg, Chancellor, University of Washington Bothell
Eric W. Murray, President, Cascadia College

Date: May 16, 2023

Subject: Charter for Campus Community Safety & Well-Being Advisory Council

Thank you for your willingness to serve on the Campus Community Safety & Well-Being Advisory Council. This Council grows out of the recommendation of the Advisory Task Force on Campus Safety and will serve as an advisory body to us.

The charter for the Council is attached. We would like to request that you have your inaugural meeting during this Spring quarter. Your Co-Chairs will be working with the Executive Sponsors on scheduling the meeting and setting the agenda.

Thank you for your commitment to the campus. We look forward to receiving your advice and input on how best we can all work together to enhance community safety and well-being.

Charter for Campus Community Safety & Well-Being Advisory Council

Purpose

The Campus Community Safety & Well-Being Advisory Council advises the Chancellor of University of Washington Bothell (UWB) and the President of Cascadia College (CC) on matters pertaining to campus safety operations and services. The Council's purpose is to build collaborative trust and understanding and ensure that a broad range of community voices and perspectives are considered in decisions related to community safety and wellness on campus.

Responsibilities

In furtherance of its purpose, the Council has the following responsibilities:

- Advising the UWB Chancellor and CC President on the development of a new paradigm that aims to establish a holistic approach to campus safety;
- Providing ongoing guidance and feedback on policies, procedures and materials submitted by the Executive Sponsors;
- Identifying problem areas and recommending actions to resolve;
- Introducing new ideas to enhance existing policies and practices;
- Establishing platforms for receiving feedback from and communicating with the UWB and CC campus community; and
- Collecting feedback from the UWB and CC campus community on the functioning of safety and well-being services.

Discussion of personnel or contractual issues is outside the scope of the Council.

Membership

The Council consists of representatives from both institutions.

Council Members

- UWB Dean of Student Affairs (co-chair)
- CC Dean of Student Success Services (co-chair)
- UWB faculty representative
- CC faculty representative
- UWB student representative
- CC student representative
- CC at-large member
- UWB at-large member
- UWB/CC library representative

Ex-Officio Members

- UWB representative from Office of Diversity, Equity & Inclusion (ODEI)
- CC representative from Equity & Inclusion (E&I)

- UWB/CC Director of Campus Safety
- UWB/CC Director of Counseling
- UWB/CC Health and Wellness Resource Center (HaWRC) Director for Prevention, Health & Wellness
- UWB Director of Student Housing
- UWB Director of Disability Resources for Students
- CC Director of Accessibility and Student Support Services

Executive Sponsors

- UWB Vice Chancellor for Enrollment Management & Student Affairs
- UWB Vice Chancellor for Planning & Administration
- CC Vice President for External Relations & Planning

Meetings

The Council meets at least once each quarter during the academic year. The Co-Chairs share responsibility for scheduling the meetings and preparing agendas in concert with the Executive Sponsors. The Co-Chairs are responsible for developing minutes and advising the UWB Chancellor and the CC President on the viewpoints and recommendations of the Council on matters listed above.

Cascadia College Board of Trustees Discussion/Presentation Items

Subject: Equity & Inclusion at Cascadia

Justification:

This presentation to the Board is a year in review for the Office of Equity & Inclusion.

Background:

The 2022/2023 year was a busy one in E&I and the presentation will cover the past year as well as the look ahead to 2023/2024.

Discussion:

The end of year review will provide detail on the Cascadia Scholars Program, Diversity & Equity Center, Foundations of E&I, as well as the new additions, Kenmore Academy and Leadership Eastside, and finally, a brief review on how each area will expand over the next year.

Office of Equity & Inclusion

A Year in Review



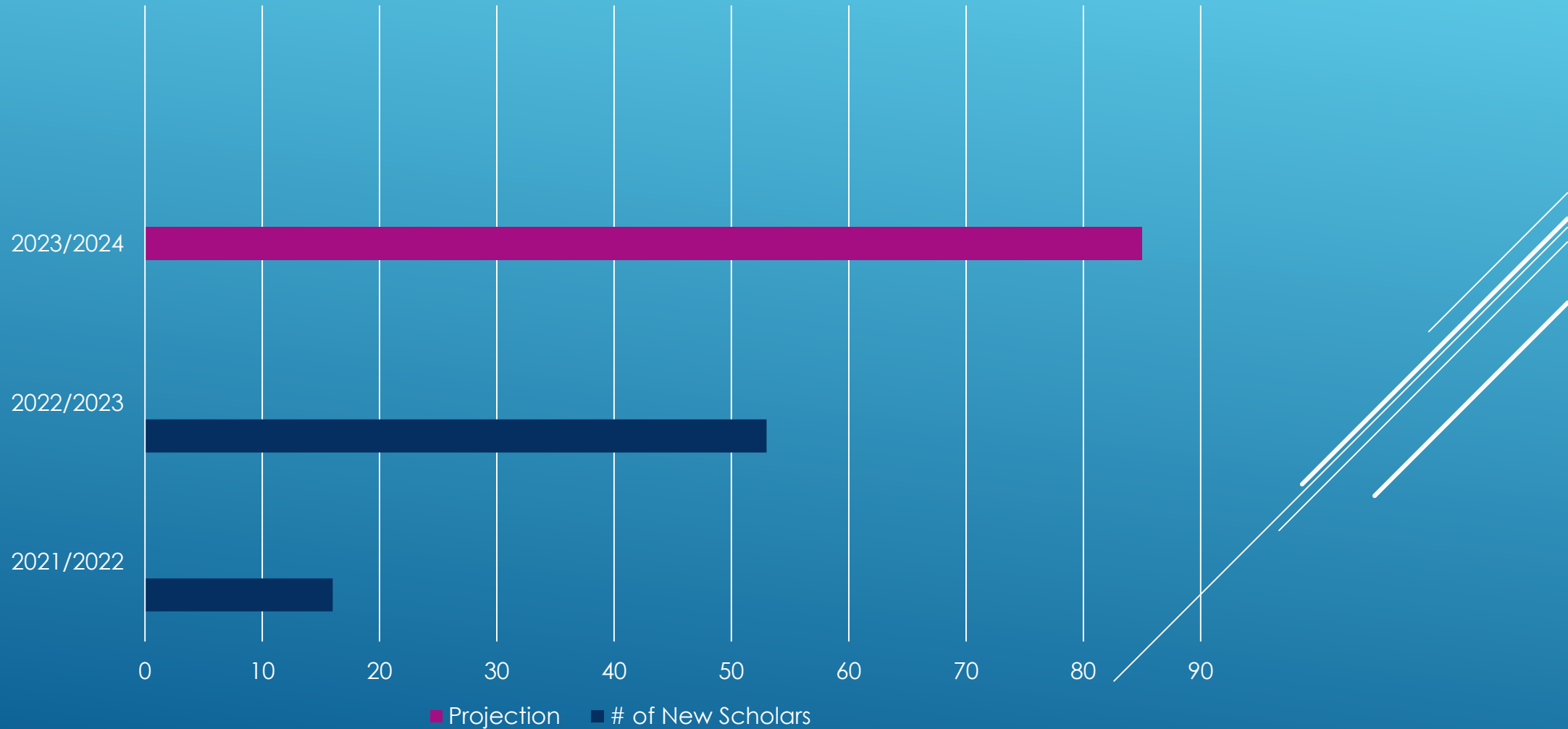
What We Did in 2022/2023

- Cascadia Scholars
- Student of Color Conferences
- Diversity & Equity Center
- Foundations of E&I
- Affinity Groups



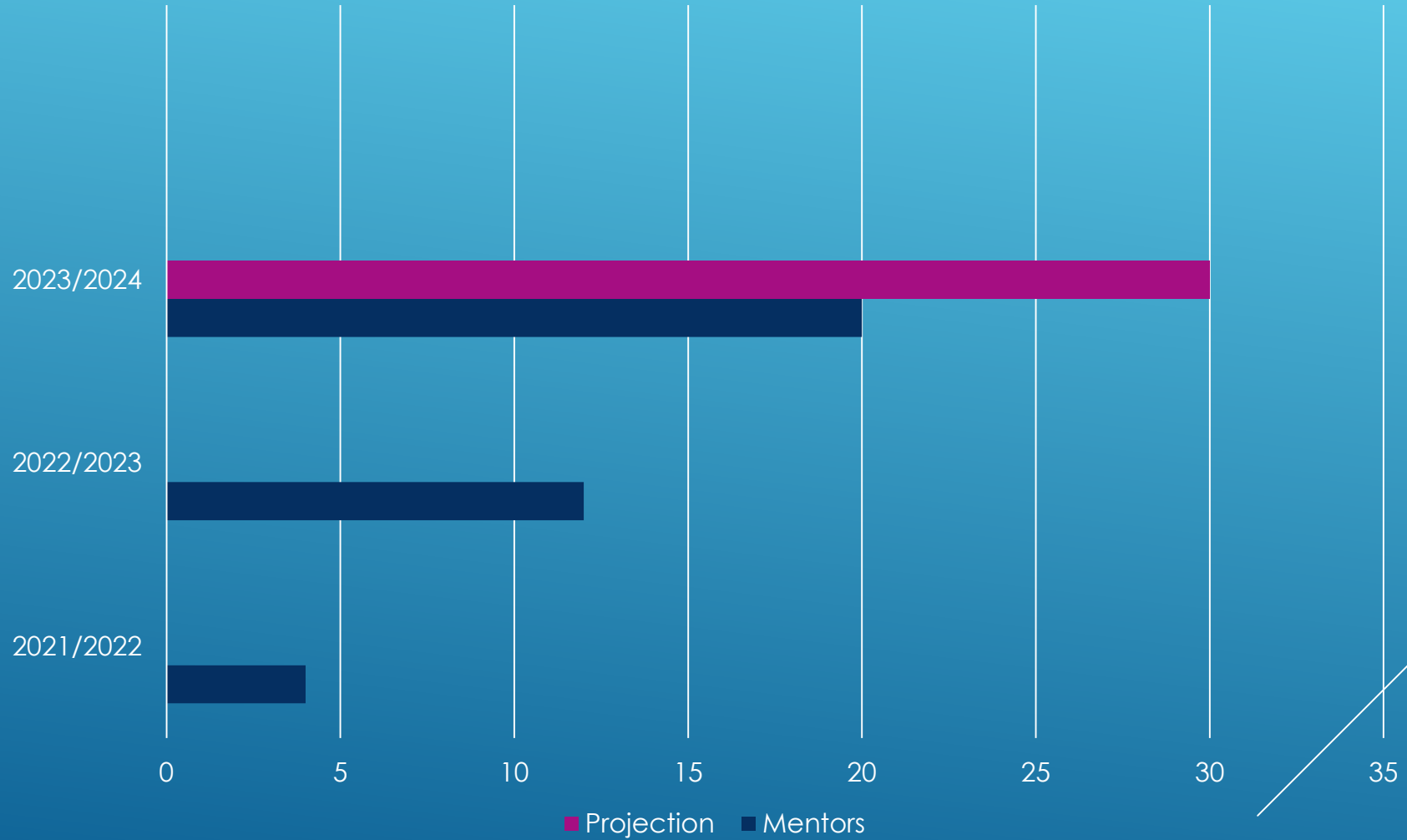
Cascadia Scholars – Statistics

Scholars Growth



Cascadia Scholars – Statistics

Cascadia Scholars Mentors



Cascadia Scholars – Instagram Campaign

Instagram

Search

Log In

Sign Up

POSTS

REELS

TAGGED



CASCADIA SCHOLARS PROGRAM

WHAT DO WE OFFER?

- ✓ MENTORSHIP
- ✓ SCHOLARSHIPS
- ✓ RESOURCES
- ✓ CELEBRATIONS & MORE

FALL 2023


APPLICATION OPEN

PRIORITY DEADLINE: JULY 31
APPLICATION DEADLINE: OCTOBER 14

More information
<https://tinyurl.com/cascadiascholars>

12 likes, 0 comments

APPLY NOW




CASCADIA SCHOLARS SPOTLIGHT

CLASS OF 2023

RHIANNE JANOVICH

"I joined the Cascadia Scholars Program because the program presents fantastic resources. Students can gain valuable community time and professional development opportunities that set you up for success with your education and career. I wish I took more time to make meetings, be sure to take a little bit of time off if you have to!"

CASCADIA COLLEGE
CASCADIA SCHOLARS



CASCADIA SCHOLARS SPOTLIGHT

CLASS OF 2023

MARIA FERNANDA ARMAS GALIN

"I joined the Cascadia Scholars Program because of my mentor! She was amazing and got me through this year."

CASCADIA COLLEGE
CASCADIA SCHOLARS

www.instagram.com/p/CukY8-6P8mR/

Highlighting our Scholars

Instagram

Search

Log In

Sign Up

More Information
<https://tinyurl.com/cascadiascholars>

APPLICATION DEADLINE: OCTOBER 14

take a little bit of time out
if you have to!"

COLLEGE
CASCADIA SCHOLARS

COLLEGE
CASCADIA SCHOLARS

CASCADIA SCHOLARS SPOTLIGHT

CLASS OF 2023

LAWRENCE CLAY

"I joined the Cascadia Scholars Program because you'll have a group you can say you belong to! The support from the Scholars staff members was amazing!"

CASCADIA
COLLEGE
CASCADIA SCHOLARS

CASCADIA SCHOLARS SPOTLIGHT

CLASS OF 2023

TSETSEGDARI NATSAGDORJ

"I joined the Cascadia Scholars Program because I wanted to be a part of scholarship, mentorship, and many other opportunities. My favorite part was talking to my mentor. I would tell incoming students "This program offers you many opportunities. I hope you will make friends and have fun."

CASCADIA
COLLEGE
CASCADIA SCHOLARS

CASCADIA SCHOLARS SPOTLIGHT

CLASS OF 2023

SHIORI NAKAYAMA

"I joined the Cascadia Scholars Program to get more scholarship opportunities and develop connections with instructors. I think that joining this program helped me a lot to access campus resources."

CASCADIA
COLLEGE
CASCADIA SCHOLARS

CASCADIA SCHOLARS SPOTLIGHT

CLASS OF 2023

LIZBETH NOGALES

CASCADIA SCHOLARS SPOTLIGHT

CLASS OF 2023

FABRICE KALVAND



CASCADIA
COLLEGE
CASCADIA SCHOLARS



END OF YEAR CELEBRATION

www.instagram.com/p/CukY8-6P8mR/

Workshops and Events

Instagram

Search

Log In

Sign Up

CASCADIA COLLEGE
CASCADIA SCHOLARS

Mock Interview Event

Do you need help knowing what to say during a job interview? Join the Cascadia Scholars Program for mock interview sessions held throughout the month of May! We will simulate an interview and go over some helpful tips to help you prepare for your job interview.

Prep for Mock Interview:

- Bring a copy of your resume
- Wear business casual attire
- RSVP for a day and time that works best for you & indicate the type of interview you're preparing for.
- Bring any questions you have

RSVP

CC1-004

RSVP for Availability



CASCADIA COLLEGE
CASCADIA SCHOLARS

Professional Photoshoot Event

Do you need a professional headshot for your LinkedIn profile? Join the Cascadia Scholars Program in taking professional photos at the CC3 Patio. Wear business casual attire and a smile for the best results!

RSVP

Meet @ CC1-004

Tuesday, May 9

9:45-11:00am



CASCADIA COLLEGE
CASCADIA SCHOLARS

CASCADIA SCHOLARS PROGRAM Spring Orientation & Social Hour

Join us for fun activities, meet your peers & mentors, and eat some pizza!

Tuesday, April 4

11:30 am - 1:00 pm

CC1-004

RSVP



CASCADIA COLLEGE
CASCADIA SCHOLARS

INTERNSHIP & JOB SEARCH STRATEGIES + APPLYING FOR SUMMER INTERNSHIPS WORKSHOP



CASCADIA COLLEGE
CASCADIA SCHOLARS

LinkedIn & Resume Building Workshop

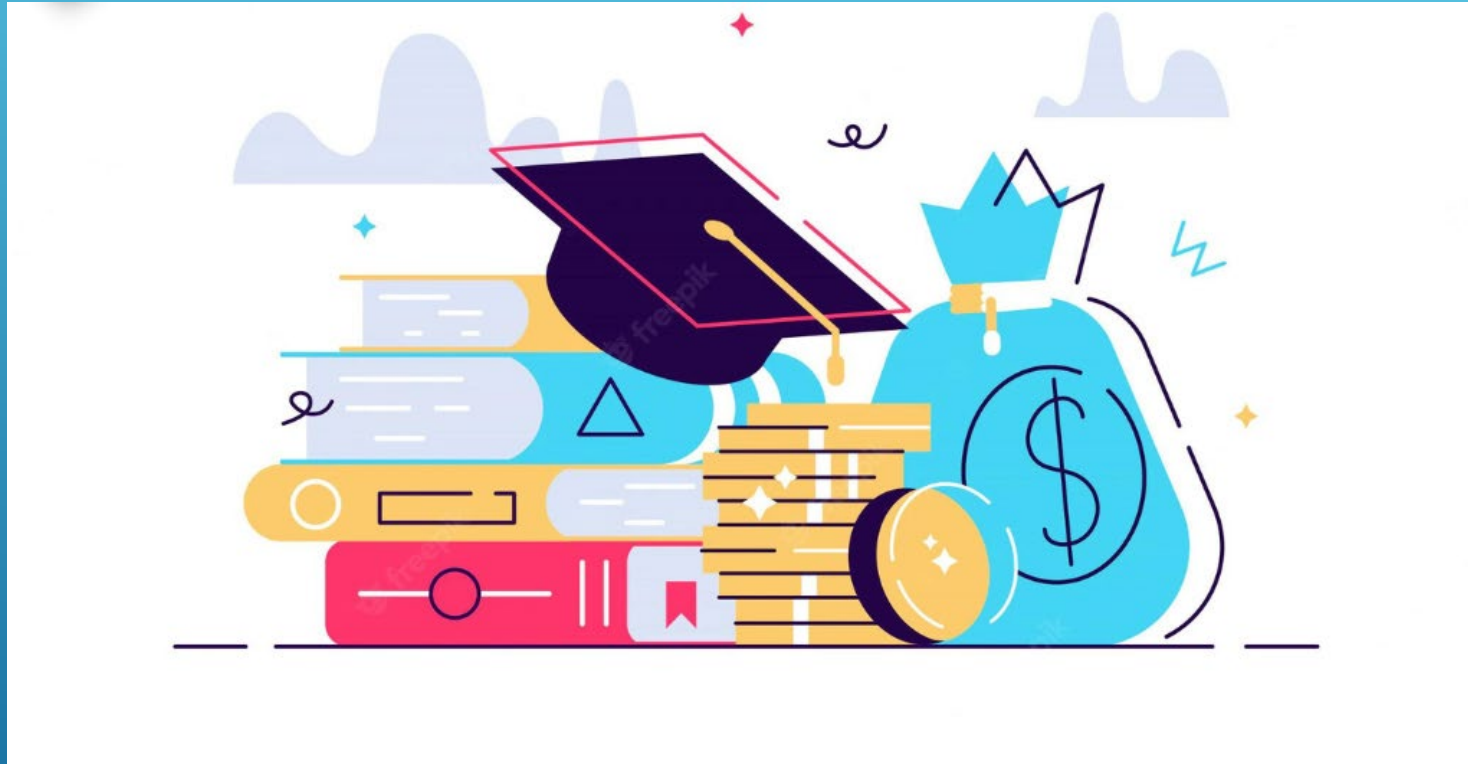
CASCADIA COLLEGE
CASCADIA SCHOLARS

CASCADIA SCHOLARS PROGRAM

SPRING 2023

WHAT DO WE OFFER?

Scholarships and Resources



*The Northshore School District's Racial and Educational
Justice Department proudly presents...*

Student Justice Conference

**MARCH 25, 2022
9:45AM - 2:15PM
CASCADIA COLLEGE**



Northshore School District Student Justice Conference

Student of Color Conferences



Riverview School
District
Student of Color
Conference



DIVERSITY AND EQUITY CENTER

CASCADIA COLLEGE

E&I Newsletters

THE OFFICE OF EQUITY AND INCLUSION

**ASIAN AND
PACIFIC
ISLANDER**



HERITAGE MONTH

Events and Workshops



The Office of Equity and Inclusion

Happy Lunar New Year 2023

Year of the Rabbit



Jan. 2023
Vol. 4

Important Dates:

- Jan 16th: Martin Luther King Jr. Day
- Jan 22nd: Lunar New Year



Creating a Welcoming Environment



**DIVERSITY AND
EQUITY CENTER**

CASCADIA COLLEGE



**DIVERSITY AND
EQUITY CENTER**
CASCADIA COLLEGE

Happening Today!

Guest Speaker at 12noon



Foundations of E&I Course



The background features a pattern of stylized, light blue faces with simple curved lines for eyes and mouths, set against a dark purple and green background. A large, dark green hill shape is positioned behind the text. The overall color palette is dominated by shades of blue, purple, and green.

AFFINITY GROUPS



What's Next?

Cascadia Scholars

Cascadia Scholars is gearing up for the fall 2023/2024 term

- We expect to have 100 Scholars over the academic year
- We will add ten more mentors from inside Cascadia and the campus community
- We will have \$35,000 again this year to support our students with scholarships
- We will expand the workshops that we offer to students – one per month
- We will expand the resources available to students
 - Textbooks, lab, and art supplies



Diversity & Equity Center

- Develop a student team of student 'ambassadors' to promote the Diversity & Equity Center
- Incorporate E&I presentations in College 101 classes
- Establish BIPOC / Marginalized affinity groups for students as an alternative to the E&I Student Advisory Council
- Include Office of E&I information in the Student Learning Agreement (each course)
- Imbed questions in the CIEs to capture student voice
- Increase signage outside of the Center to encourage folks to enter
- Facilitate 'Drop-in' live chat sessions to answer student questions



Foundations of E&I Course

- Refresher!
- Course offered to community
 - Information remains within Cascadia
 - Train the trainers (Cascadia trainers)
- Expansion (Modules)
 - Indigenous Peoples
 - Global Women
 - Civil and Human Rights



Student Groups and Conferences

- Student Affinity Groups to replace the E&I Student Advisory Council
- Student of Color Conferences



What Else Are We Doing?

- Summer Faculty Workgroup
- Cascadia Academy
- Leadership Eastside





Cascadia College Board of Trustees Discussion/Presentation Items

Subject: Mission Fulfillment Update -

Justification:

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

The NWCCU 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 the Board of Trustees' role is to approve a college strategic plan.) and a disaggregated data infrastructure that monitors progress and change.

Background:

Three years ago, we began a new approach to strategic planning designed to be responsive to a face changing environment. Our strategic plan captures the essence of our mission with initiatives in three areas: access, equity, and superior learning. Several significant actions over these three years include:

- Narrowing the scope of strategic initiatives to focus us on our three mission areas,
- Develop an evolving data infrastructure to understand the impact of our initiative on our mission metrics, including 2 annual summary reports,
- Establish a governance council (Student Success Council) to provide consultation and stewardship on mission fulfillment,
- Establish a Board of Trustees Sub-Committee on Strategic Planning, and
- Completed a Mid-Cycle accreditation process (spring 2023).

Discussion:

This month we are providing an overview of our proposed strategic direction for the coming year based on what we have learned, and feedback received.

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

Related documents:

- INFO 2a: Strategic Planning 2023-2024



Mission Fulfillment & Strategic Planning

Board of Trustees
September 20, 2023

Objectives

- Highlight progress
- Integrate feedback: What we have learned
- Consider what is needed for mission fulfillment (as guardians; what needs to public vs internal)
- Overview our 2023-2024 approach



Where we have come from

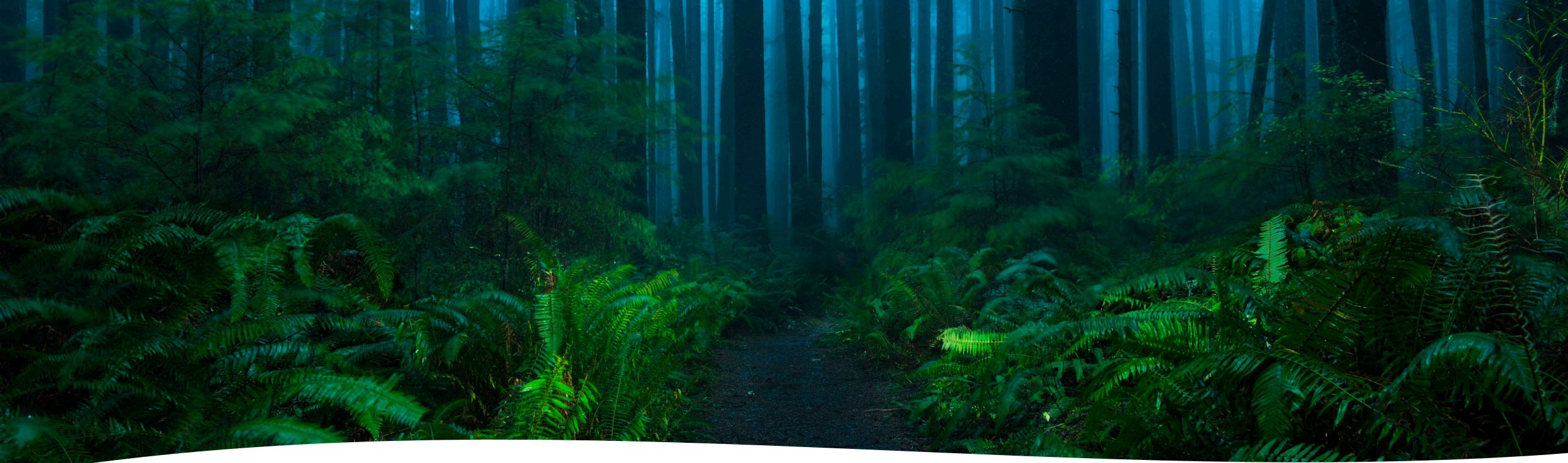
Innovation with intent

Learning while we are doing

Accomplished

- Focused strategic plan
- 2 years of data
- Progress on recommendations





What we have learned

- We are out in front of leading with innovative practices and are ahead of where NWCCU is currently
- We can't expect peer evaluators to understand our innovation, therefore we adapt our innovation to their structural understanding.
 - Example: Mission metrics, indicators, goals

Example from draft Strategic Plan data report

Mission “pillar”: Accessible

Accessible Education is fulfilling the promise of participation in higher education for everyone.

- **Metric:** Enrollment
- **Goal:** Increase
- **Strategy:** Develop K-12 and university partnerships
- **Initiatives** (strategic or operational):
 - Articulation agreements with UWB
 - Cascadia Academy

	Headcount 2021-2022	Headcount 2022-2023	WA Peers Average % Change	Cascadia % Change
New Running Start	298	348	-0.7%	16.8%
New HUSOC	224	233	--	4.0%
Total HUSOC	665	665	-7.4%	0.0%
New International	43	80	-8.9%	86.0%
Total Disability	253	200	-19.3%	-20.9%
New overall total	1255	1273	7.8%	1.4%



Where we are heading

- **Continue to work on our 3 recommendations**
- **Continually improving**
 - Meaningful: We aren't just checking a box. We are meeting our mission, are accountable, we take action, and focused on students.
 - Manageable: Simple and flexible.
 - Example: continuous improvement timeline, where we can make decisions when needed vs. a rigid planning timeline
 - Sustainable: Using the resources we have without overtaxing our workforce.

Thinking Specific to 2023-2024

Focused

- Minimizing initiative generation
- Get SSC up to speed
- Time to consume and make meaning of data
- Set exceptions

Clarifying

- Clarifying what the Trustees want and need:
 - Mission Fulfillment
 - Resource Allocation
 - Public vs internal
- Example: Strategic Stories: Demonstrating a full strategic cycle from planning through outcomes with analysis (monthly meetings)

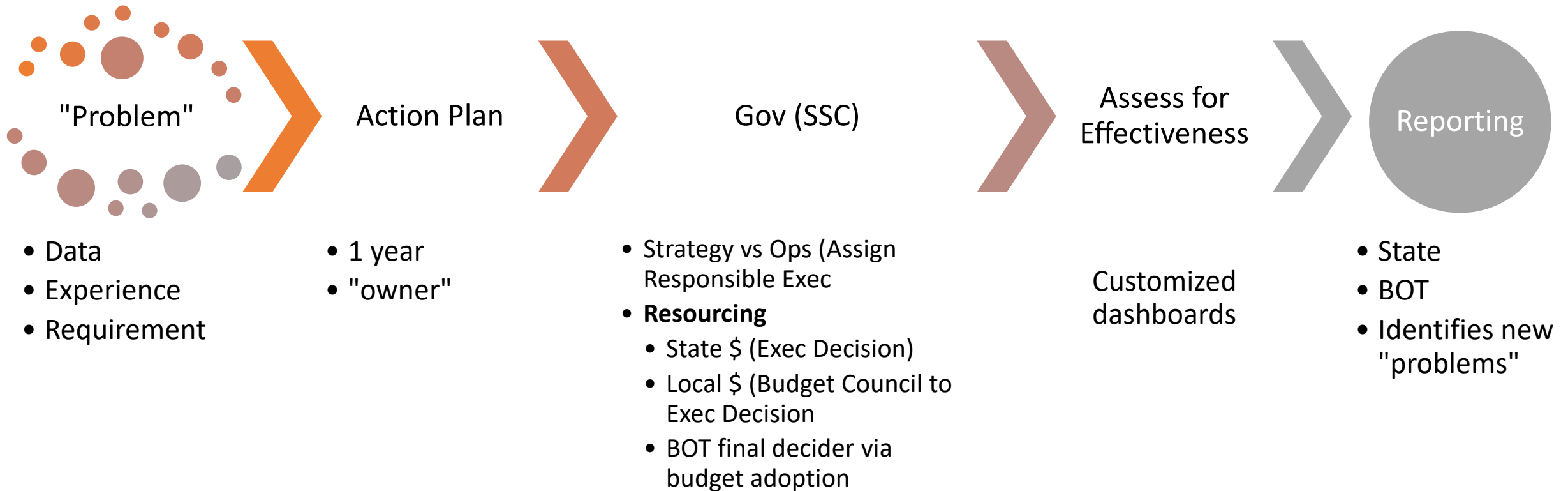


Mission Fulfillment: Strategic vs Operations

Mission Fulfillment is expressed by:

- **Strategy** (change oriented)
- **Operations** (keep moving forward)

Life Cycle of Initiatives



Next Steps

- Planning for meetings
 - Timeline and plan for 2023-2024
 - Strategic stories and one-pagers
- Think, discuss, and share what (sub-committee focus):
 - Wanted and needed in public meetings vs sub-committee
 - Regular communication (i.e. strategic stories) vs. information needed for decisions
 - Ensure our initiatives are driving our outcomes
 - Helps advocating in the community



Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Risk Mitigation – Staffing Stability

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 topic discusses staffing stability and how it might affect college finances. The Board will need to determine if the investment requested is appropriate.

Background:

Post-pandemic enrollment and staffing have been unpredictable. In the spring of 2023, the college reduced the operational and staffing budgets from an estimated \$4M deficit to a deficit of \$1.5 for FY24. This was accomplished by downsizing discretionary budgets (e.g., travel), not filling vacancies, and reducing the college's staff by four positions. At the time, this was seen as the most prudent path forward. We also believed that these cuts would not have major impacts.

Over the course of Summer 2023, we acknowledged that the vacancies on campus, the missing positions, and (in particular) the investment of staff resources in ctclink were draining and overburdening the human resources on campus.

Staff are experiencing burnout, workloads for exempt are often greater than 50 hours/week, attrition is constant, vacancies can't be filled easily, and we don't have the workforce to keep the college running smoothly. We also have expertise on this campus that can't be replicated in any of the other community colleges; losing these people to other jobs outside of Cascadia would be catastrophic. Yet, these critical roles need staff support and balanced workloads if they are to remain.

This discussion ends with the recommendation that the college should invest in a staffing model that will allow us to continue to serve students successfully. It is contrary to the downsizing efforts last spring because, at that time, we thought the college could handle more streamlined operations. This is no longer true. We are experiencing some promising signs in terms of revenue, and the executive team would like to realize those gains sooner rather than waiting for the traditional budget cycle.

Discussion:

STEP 1, Leadership:

A solid staffing model must have leadership able to support it. Our leaders, the "executive team", have all taken on additional duties, are all working more than is healthy, and are

supporting state mandates that go beyond the outlines of their jobs. To bring stability to this group, the following operational actions were taken by the College President over the summer:

- Human Resources were moved to the President's supervision to allow for the VP of Admin Services (Jashoda Bothra) to focus on bringing stability to our Finance area.
- Two Directors of Human Resources were hired with discrete job portfolios because the demands of successfully responding to grievances and union issues needs time, attention, and expertise. One Director could not do this and attend to all other H.R. needs of the college.
- Student Learning and Success was divided into two divisions: Student Success, led by Erin Blakeney, and Student Learning, led by Kerry Levett. Erin was promoted from Dean to Vice President as she assumes more independent responsibilities. She has joined the Executive Team. This change was due to the overwhelming state requirements involving new programming (e.g., Basic Needs, Campus Safety) as well as the need to effectively manage all of Cascadia's new initiatives (e.g., the Redmond Center, Kenmore Learning Academy).
- Student Recruiting was moved from External Relations (Meagan Walker) to the new division, Student Success (Erin Blakeney) to more closely align recruitment with our enrollment staff,
- Finally, the leader of Equity and Inclusion (Chari Davenport) was promoted from Executive Director to Vice President. As state law mandates more investment in E&I work and as college initiatives grow (e.g., Scholars, Professional Development), this division needs to be seen as equitably sitting with the Executive Team in terms of its influence on the college's Strategic Directions.

The attached powerpoint diagrams this new model. This reorganization of leadership will allow a more managed and sustainable growth in new staff.

STEP 2, Staff Support:

With a stable leadership group in place and the rebuilding of an effective Human Resources department, the college can focus on hiring staff to help support various operational and ctclink needs. Staff support is divided into 3 phases coinciding with the Fall, Winter, and Spring academic quarters. The investment of funding for these positions is contingent upon Trustee approval.

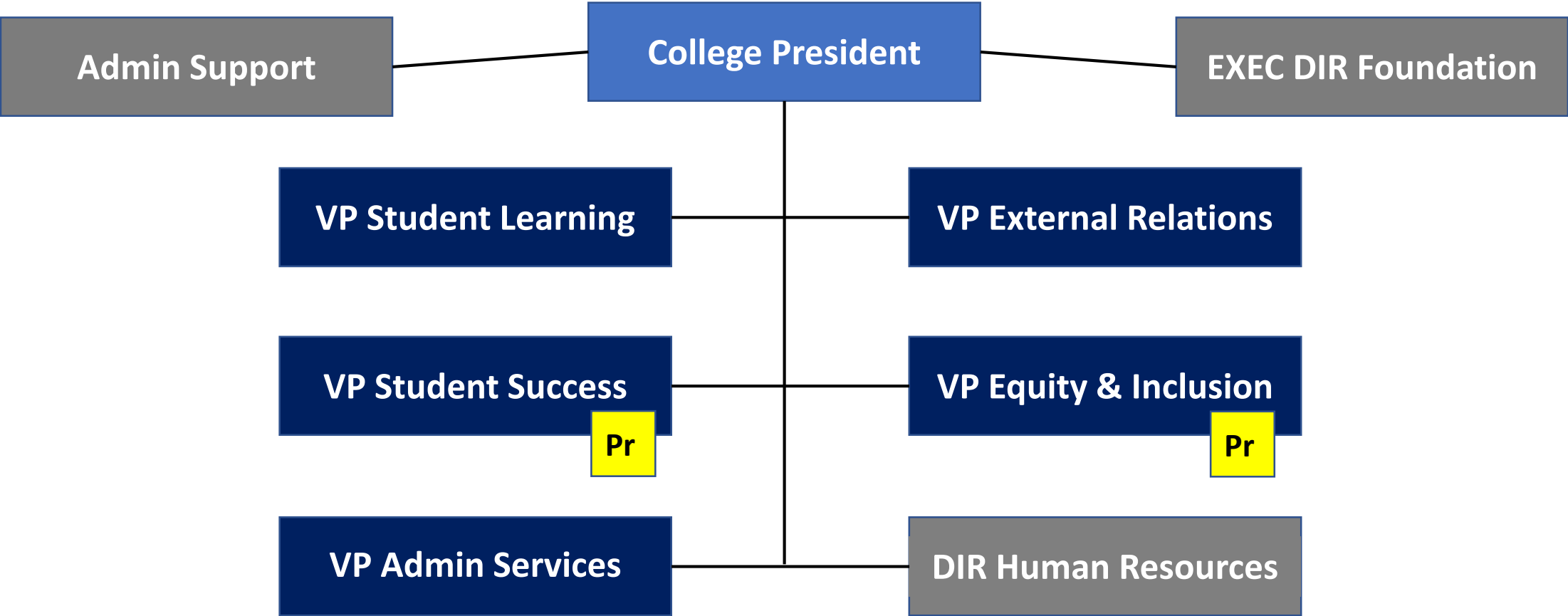
Trustees will have the opportunity each quarter to review 1) our enrollment revenues, and 2) the college's reserves. Based on this review, leadership asks for the authority to hire new employees as outlined in the "Hiring List" attachment.

The first phase of new employees is to help navigate ctclink and give us the human resources to effectively manage finances, student accounts, purchasing, and vendor relationships.

The second and third phases help with operations that have been slowed down due to ctclink, staff vacancies, and growth of programs.

These additions, given that we can manage a reasonable risk to college finances, would tremendously help alleviate the concerns and instability we've had over the last 2-3 years.

DRAFT College Reorg Plan

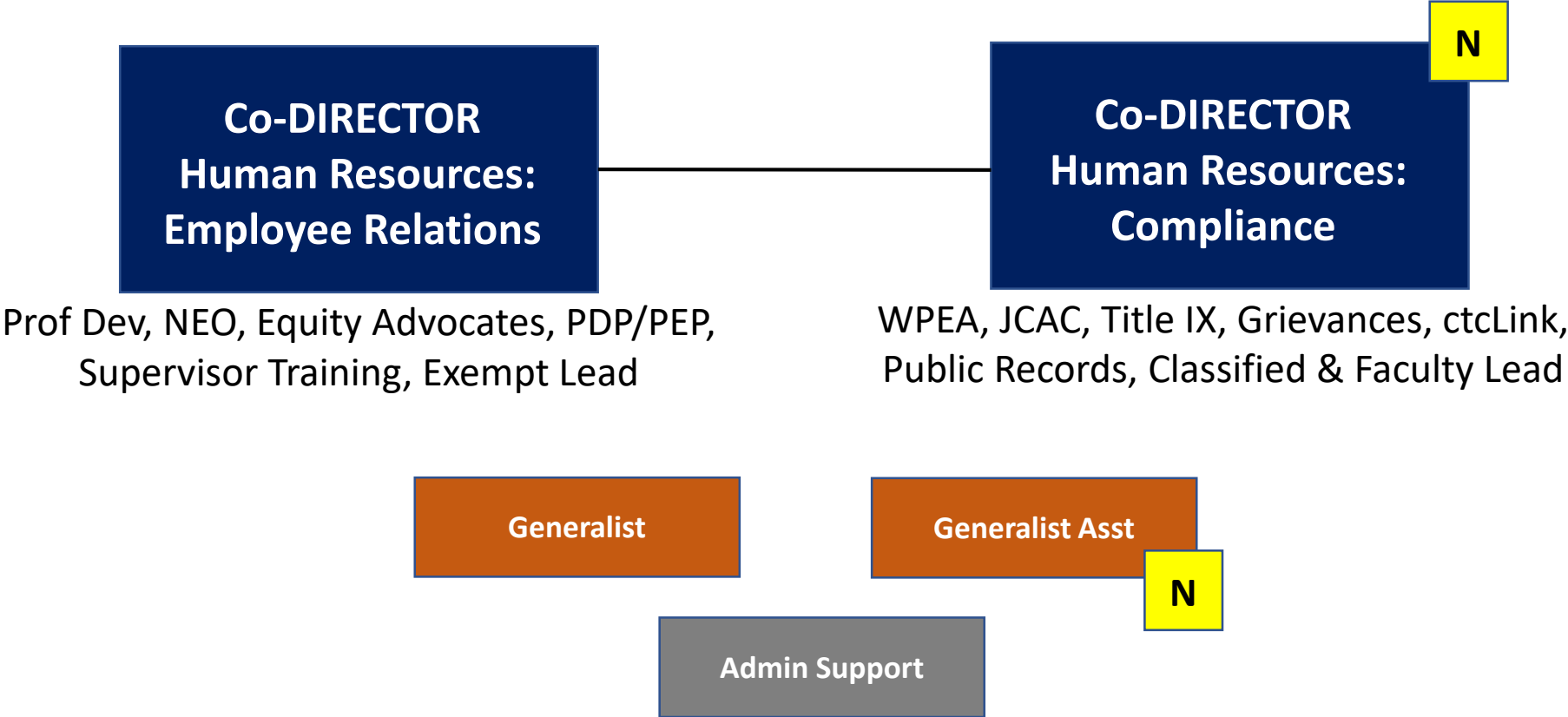


This color denotes Executive Team

Why This Investment?

- We have seeded multiple expansion efforts (Redmond Center, International Programs, Kenmore Grant, etc)...we need to nurture them.
- Growth is happening. Deficit less last year than expected; enrollment showing double digit increases. Physical footprint and support services expanding without staff support.
- ctcLink is requiring never-before-expected time and energy. Burnout is happening, compliance is lacking, the college is fragile in terms of its systems, we have multiple single points of failure.
- Work loads need to be managed to avoid staff attrition (multiple opportunities for less work, higher pay, and more work-life stability).
- We need to more actively engage in risk avoidance (staff attrition, systems failure, non-compliance).
- Do not see SBCTC being able to mitigate this.

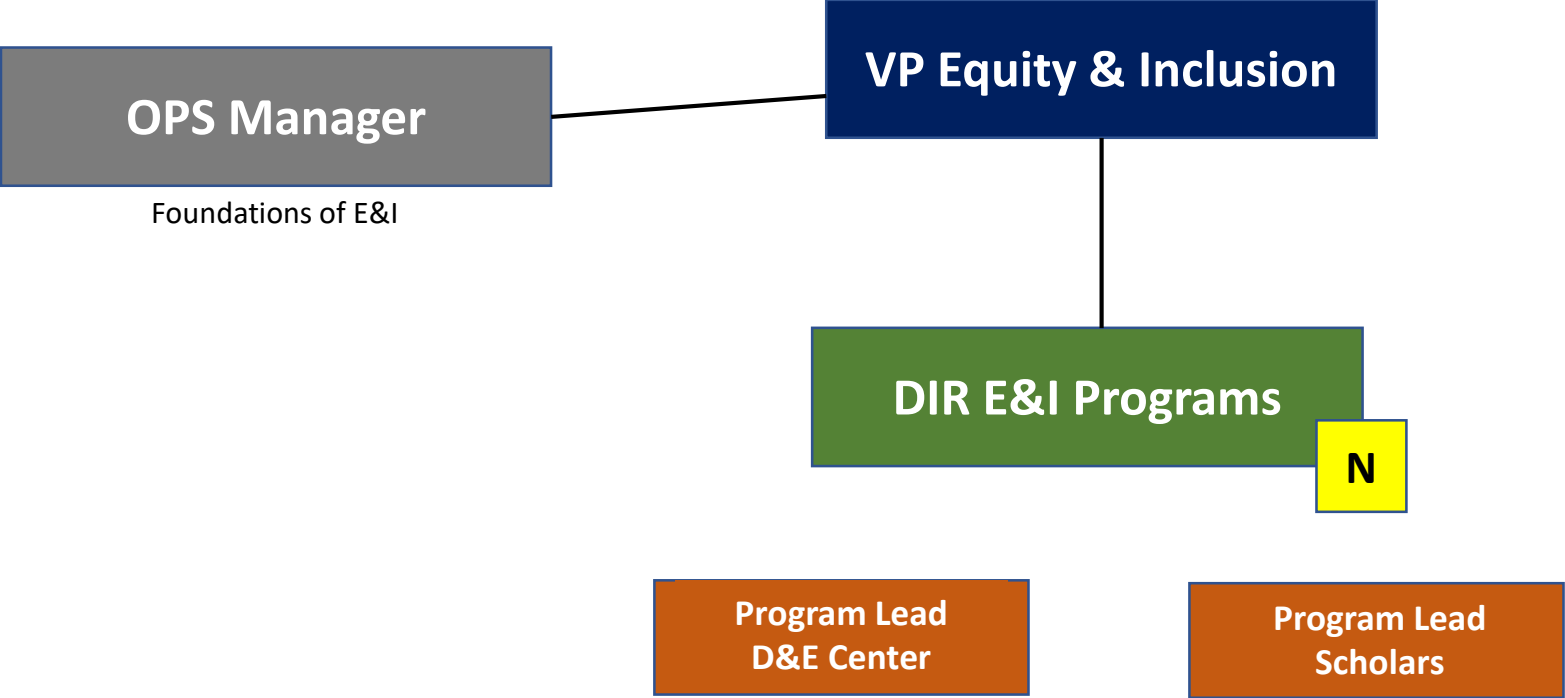
DRAFT College Reorg Plan



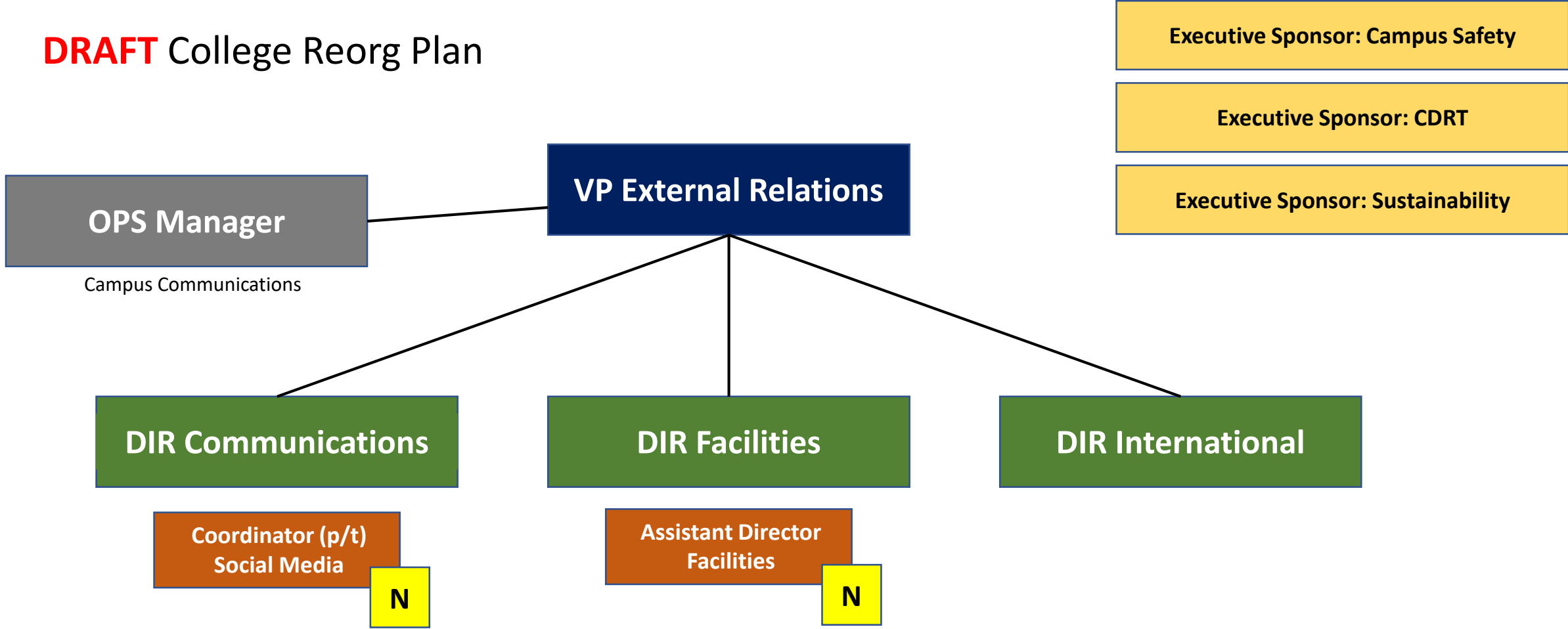
DRAFT College Reorg Plan

Executive Sponsor: Foundations of E&I

Executive Sponsor: Kenmore Academy

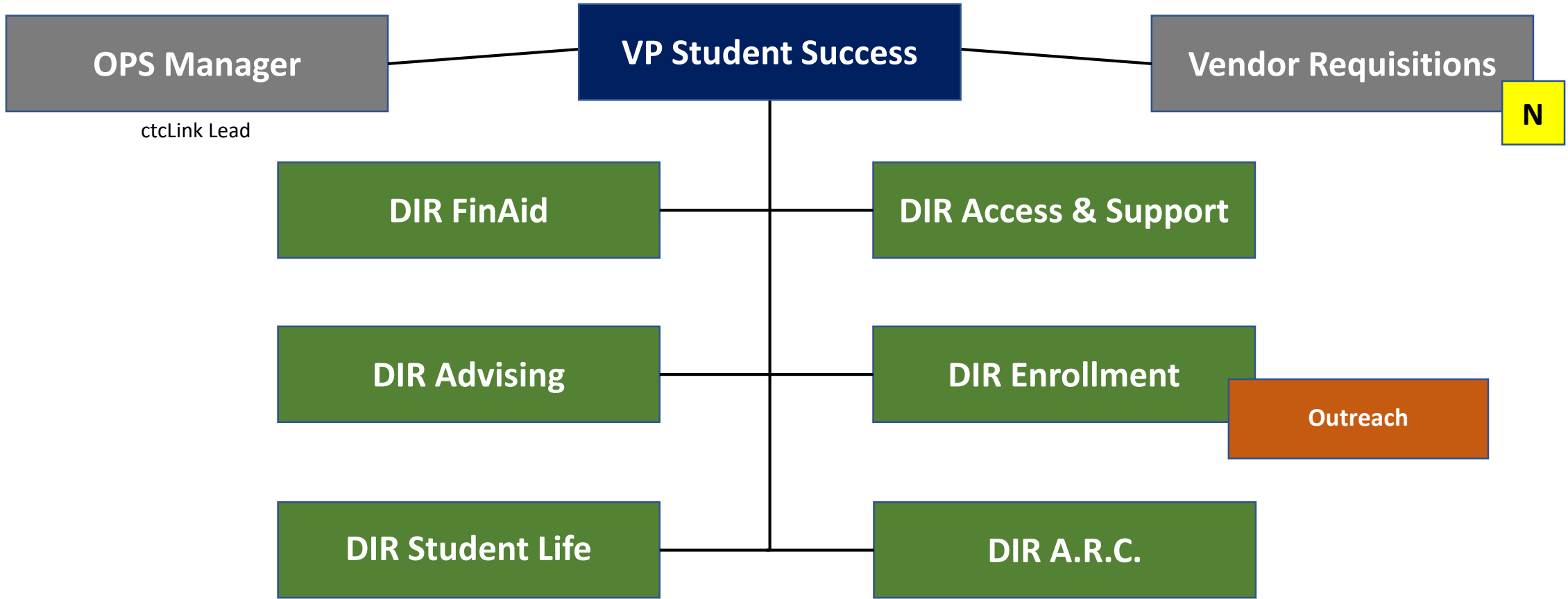


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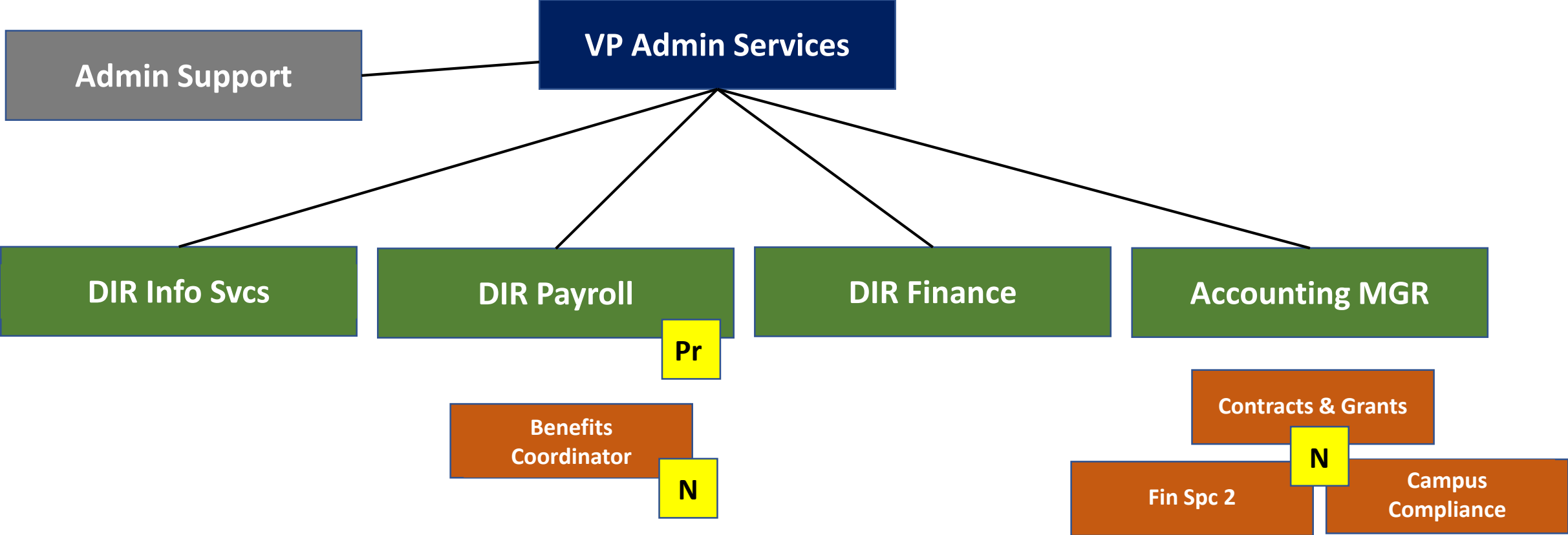


DRAFT College Reorg Plan

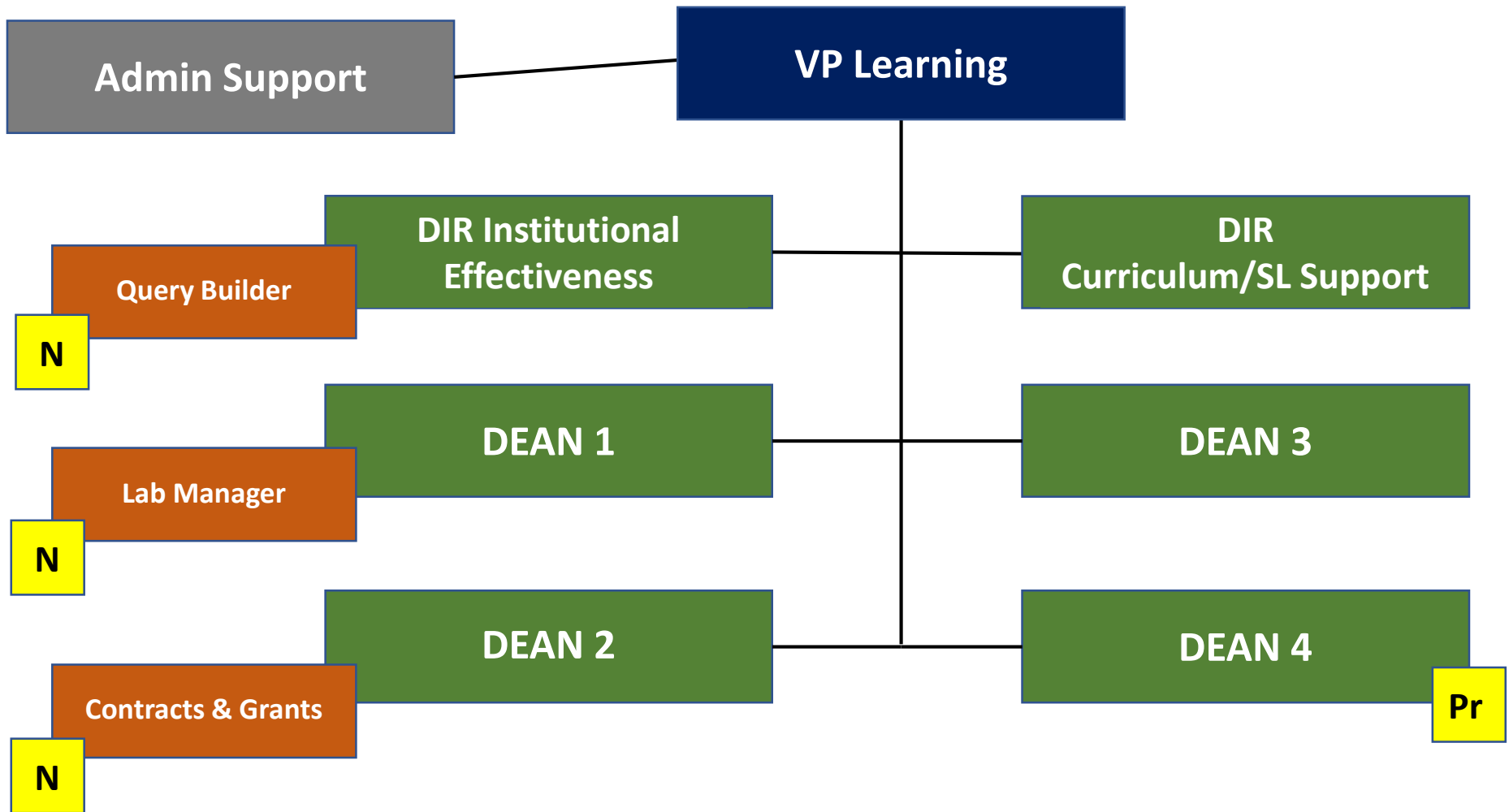
Executive Sponsor: Redmond Center



DRAFT College Reorg Plan



DRAFT College Reorg Plan



New Hire/Promotion Priorities

**APPROVED
August 2023**

Area	Position	C or E	F or PT	Cost	Promotion?	
StSucc	Redmond Center CSS	C	F			Existing funding
ExRel	PT Intl Adv to FT	E	F			Existing funding
StSucc	Basic Needs Coord		0.75			Existing funding
Pres	HR Co-Director	E	F	100		New Funding Discretion of President, consulted CPonto 8/10/23
AS	IT Support Technician	C	F	60		New Funding Discretion of President, consulted CPonto 8/10/23
StSucc	Dean -> VP Stu Success	E	F	49	Pr	New Funding Discretion of President, consulted BOT 8/23/23
E&I	DIR E&I Programs	E	F	24		E&I Grant funded 2 years
E&I	Exec Dir -> VP E&I	E	F	34	Pr	E&I Grant funded 2 years
E&I	EA -> Ops Manager	E	F	15	Pr	E&I Grant funded 2 years
StLrn	Assoc Dean -> Dean	E	F	11	Pr	Guided Pathways funded

**PHASE 1
Oct BOT Meeting
(ctcLink mitigation)**

AS	Manager -> DIR Payroll	E	F	8	Pr	
StSucc	EA -> Ops Manager	E	F	30	Pr	
AS	EA -> Ops Manager	E	F	15	Pr	
AS	Finance Spc 2	C	F	55		
AS	Contracts & Grants	E	PT	40		Multi-Campus Hire
StSucc	Vendor Requisitions	C	F	55		
AS	Campus Compliance	E	PT	45		
				248	TOTAL	

**PHASE 2
Feb BOT Meeting
(ops stability)**

ExRel	ASST DIR Facilities	E	F	74		
StLrn	COORD ctcLink Contracts	C	F	30		1/2 From Admin Grant Overhead
AS	COORD Benefits	C	F	55		
StLrn	Lab MGR	E	F	68		
				227	TOTAL	

**PHASE 3
May BOT Meeting**

E&I	Program Lead: D&E Ctr	E	F	68		
Pres	HR Generalist Asst	E	F	68		
ExRel	COORD Social Media	C	PT	25		
StLrn	Query Builder	C	F	55		
				216	TOTAL	

Cascadia College Board of Trustees

Action Items

Subject: 2023-2024 BOT Chair and Vice Chair

Background:

A new Board Chair and Vice Chair must be determined each September. Their duties begin after the conclusion of the September meeting.

Action:

The Board recommends that Trustee _____ will be the 2023-24 Chair of the Board, and Trustee _____ will be the 2023-24 Vice Chair of the Board.

Vote/Adoption:

Trustee makes the motion: _____

Trustee seconds the motion: _____

	Yes	No	Abstain
Hinojos			
Lee			
Ponto			
Quint			
Seabrooks			

Cascadia College Board of Trustees
Action Items

Subject: 2023-2024 ACT Legislative Representative

Background:

A new Legislative Representative to the Association of College Trustees must be determined each September. Their duties begin after the conclusion of the September meeting.

Action:

The Board recommends that Trustee _____ will be the Legislative Representative for 2023-24. Further, this position will be a part of the Vice Chair's duties henceforth.

Vote/Adoption:

Trustee makes the motion: _____

Trustee seconds the motion: _____

	Yes	No	Abstain
Hinojos			
Lee			
Ponto			
Quint			
Seabrooks			

Cascadia College Board of Trustees

Action Items

Subject: 2023-2024 Sub-Committee Membership

Background:

New sub-committee members must be determined each September. Their duties begin after the conclusion of the September meeting.

Action:

The Board recommends that:

- Trustee (Blank) and Trustee (Blank) serve on the Finance Sub-Committee.
- Trustee (Blank) and Trustee (Blank) serve on the Strategic Plan Sub-Committee.

Vote/Adoption:

Trustee makes the motion: _____

Trustee seconds the motion: _____

	Yes	No	Abstain
Hinojos			
Lee			
Ponto			
Quint			
Seabrooks			

Cascadia College Board of Trustees

Action Items

Subject: 2023-2024 School District Representatives

Background:

New school district representatives must be determined each September. Their duties begin after the conclusion of the September meeting.

Action:

The Board recommends that:

- Trustee (Blank) and Trustee (Blank) represent at Northshore School District.
- Trustee (Blank) and Trustee (Blank) represent at Riverview School District.
- Trustee (Blank) and Trustee (Blank) represent at Lake Washington School District.

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: September 2023*

❖ **2023-2024 Academic Year**

CCCFT members have been (and are) busily preparing for the upcoming academic year. We anticipate and accept the task of creating meaningful and engaging learning experience for all our students and look forward to continuing to collaborate with the entire College in doing so.

We're pleased to note that enrollment numbers are trending positive and hope that a healthier revenue picture means that the College will be able to fund Student Learning initiatives, like sabbaticals and broader support for Learning Communities, that were taken off the table in 2022-2023.

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



by Miyuki Sandoval, Advocacy Chair

Events:

We are excited to start the year and get students connected on campus! On the first day of classes, EAB will host an Ice Cream Social 2pm – 4pm on CC3 Patio. During the second week of classes, Student Life will host the quarterly Involvement Fair on October 4 & 5, 12p – 2p on CC3 Patio. This will be a chance for students to learn more about the events they can attend on campus and the clubs or other programs they can join.

Advocacy:

- Student leader training has started and we are learning how to create the most inclusive programming calendar, how to best represent student feedback on campus wide committees and creating innovative ways to collect student experience data.
- We will be reviewing the legislative topics of interest identified by the community and technical colleges (CTCs) for their impact on Cascadia students and how we can support the other CTCs.

I look forward to seeing you all at the first meeting.



Washington Public Employees Association

UFCW Local 365

Report to the Board of Trustees

Cascadia College

Meeting Date: September, 2023

No written report submitted.