



CASCADIA COLLEGE BOARD OF TRUSTEES

Wednesday, October 16, 2024



Oct 9, 2024

Dear Trustees and Community Members:

Fall quarter has started with more students than we have seen in 7 years. We're happy for this and also doing some daily problem-solving for the challenges it creates. We're in a good place and employees are working hard to teach and accommodate students.

This month saw Cascadia host two events that are not a typical part of our fall: the October WACTC Conference and the Annual LGBTQ Presidents in High Education Conference. WACTC is the monthly meeting I attend with the other college presidents and Cascadia was happy to host one of the monthly meetings when asked this year. This event brought College CEO's to Eric's house on a Wednesday (10/2) and then both State Board staff and College CEO's to campus on Thursday and Friday (10/3-4).

LGBTQ Presidents is a national organization that is chaired this year by our colleague at UWB, Dr. Kristin Esterberg. Dr. Esterberg asked if Cascadia would help co-host this event and we gladly accepted the offer. This event brings 150 college and university leaders from around the nation to our campus on October 15-18.

Cascadia is well-positioned to be a model and leader in education for our students, our Washington sister colleges, and the nation.

Eric Murray
College President

President's Activities since we last met:

Campus

- Foundation Board meeting (x1)
- Foundation Donor meetings (x2)
- College Advisory Council
- Deans & Directors meeting
- Title IX Admin Team (x1)
- New Employee Coffee for Three (x4, 8 employees)
- EAB Chair (x1)

Community / State

- Leadership Eastside (x3)
- State of the College Presentation: Bothell City Council, Kirkland City Council
- WACTC Weekly Calls (x3)
- Kirkland Chamber Event (x1)

From the Vice President for Administrative Services, Sean Poellnitz:

FACILITIES

September has been a productive month as we collaborated with the Student Learning team to finalize all classroom preparations for the start of the quarter. Five computer classrooms are undergoing reconfiguration to enhance flexibility as we transition towards laptop use and remove desktop computers.

Capital Projects: The one-year warranty walk for Innovation Hall was completed, with a few remaining items still being addressed. We anticipate final sign-off on the building by mid-October. Additionally, three minor projects are under review for January implementation: converting a chemistry lab into a biology lab, installing new doors at the E & I center, and remodeling the former Stopwatch Café space.

FINANCE

The Fall quarter has started smoothly, with minimal student issues. The Finance team is finalizing hiring a new Fiscal Technician 2 and continuing the search for an Assistant Accounting Manager. We are progressing with our FY22 audit and have brought the Bank Reconciliation and Accounts Payable (AP) processes back in-house.

HUMAN RESOURCES

The HR department has streamlined its hiring processes for the fall and winter quarters to support the college's growth while ensuring equity and inclusion in all searches. We have also launched an updated professional development request form, offering more apparent steps for employees to access up to \$500 for development and \$1,000 for travel expenses.

INFORMATION SERVICES

The IS Help Desk experienced a busy start to the quarter, lending 158 laptops to students, effectively preventing a waitlist for essential technology. Four classrooms have been upgraded with new audio-visual systems, including Assistive Listening Systems, ceiling-mounted microphones, and features supporting lecture streaming via Teams or Zoom, remote ASL interpretation, and hi-flex instruction models.

PAYROLL

Payroll has worked closely with Student Learning to issue contracts and payments for Associate Faculty and Full-Time faculty teaching Moonlight courses, ensuring a smooth transition into the Fall quarter.

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

Our summer retreat prep proved to be quite valuable as we begin the fall term. Our workshops, speaker series, and tabling events are scheduled. We now work to engage with our campus community in a variety of ways.

Community Partner Workshop – For the first time, the Office of Equity & Inclusion went ‘off campus’ to present a workshop to one of our community partners. The team from O’Brien360 contacted us to request a workshop and the Foundations of E&I course. One of their current employees, is a Cascadia College alumni and they recommended Cascadia.

We presented the ‘Allyship in the Workplace’ workshop on Friday, September 20. O’Brien360 is an organization focused on sustainability in the ‘built environment.’ We worked with architects and engineers who were interested in growing equity and inclusion in their business. Our workshop was a true success – the team reported that we exceeded their expectations. The group will now take the Foundations of E&I workshop (all employees are mandated to completed this work). We are looking forward to this new connection and facilitating the course for them.

Diversity & Equity Center – In the month of October the Diversity & Equity Center has planned several events and workshops. All events will either be in the Center or are shared celebrations in Mobius. The Center will celebrate:

- Hispanic Heritage Month
- Filipino American History Month
- Disability Employment Awareness Month
- International Day of Non-Violence and Mahatma Ghandi’s Birthday
- World Mental Health Day
- Indigenous People’s Day
- Halloween

We are also very thankful for the campus community voices who share their history and stories as we celebrate different cultures. This month, we thank Kira McBride who taught us more about Filipina American History Month and Bryan Fauth for his continued guidance on Disability Employment Awareness Month and invite everyone to review the Diversity & Equity Center Newsletter for details about our efforts in October.

Cascadia Scholars – We are getting closer to the 100 number for Cascadia Scholars. To date, we have 95 Scholars starting fall term. We are excited to welcome 57 new Scholars and number continues to grow!

- The Cascadia Scholars have a unique opportunity to become involved with gravitational wave astronomy. Drs. Joey Shapiro Key (UWB) and Chris Byrne (Cascadia College) crafted various ways the Scholars can actively engage with leading-edge research in a (very) new scientific field.

Two Scholars will be selected for this wonderful opportunity and each will receive a stipend for this work – expected to take up to two years to complete.

- We are launching a new Speaker Series. The speakers are role models from historically marginalized communities who will share their stories and experiences to help guide our Scholars.

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

Program Outreach

Stephan Classen, stormwater technician David Tinto, and student volunteers have hosted information tables recently about our Sustainability and Water Resource Management programs. Local venues have included the King County's CHOMP! event at Marymoor Park on August 17th, the City of Bothell's annual Sustainamania event on Sept. 28th, Indigenous Peoples Day on campus in Mobius Hall on Oct 14th; the City of Monroe's Orca Recovery Day on October 19th and they are cohosting Salmon Watch on campus featuring professor Midori Sakura speaking on Oct 15th in the ARC overlook.

Math Pathways

Megan Luce is working with SBCTC staff from the Student Success Center and BEdA Office on a *BEdA Math Curriculum Project*. The goal is to create an engaging Washington State BEdA Math course(s) designed to focus on building conceptual understanding, reasoning, mathematical skills, flexible thinking, and a growth mindset which satisfies the third credit of math high school graduation requirement and prepares students to subsequently enroll in a credential-appropriate mathematics course.

Assessment Updates

During Opening Week, faculty met in Area of Interest groups (AOIs) to review their AOI rubrics and determine the courses to be sampled for program-level review. Assessment Coordinator Professor Tori Saneda (Anthropology/Humanities) with the facilitation of the Assessment Committee, leads the work to collect student artifacts for both the AOI and college-wide outcome levels. Faculty will later use these student artifacts to assess learning through an equity lens and adjust classroom, AOI, and college approaches where needed.

Celebration of Learning

December 9-13 will present our second Celebration of Learning. This is a quarterly event that now extends to the full last week of classes. Every quarter is different with classes, student academic groups, and special guests sharing out what they have done and are working on. This is an open invitation to the Board of Trustees and the campus community to attend. Specific programming details will be posted later this quarter as faculty share their plans and dates.

From the Vice President for Student Success Services, Erin Blakeney



Student Success coordinated a **Weeks of Welcome** program, a series of events designed to help students meet other students and get familiar with all the resources we have on campus – to build on our emphasis on “You Belong Here” campaign for students. We also had a “Welcome Back Kodiaks” large lawn sign on our eco-turf for photos.

Activities & Recreation Center

- The ARC hosted 7 Events in the Overlook, and 1 Event on the Sports Complex during the first week of fall.
- During the first week of fall, the fitness center had 1824 check-ins (1493 UWB, 237 Cascadia Students)
- The fitness center is now open on Saturdays from 10-3pm. They had 28 check-ins on the first Saturday.

Enrollment Management (Enrollment Services & Outreach/Admissions)

- Summer/Fall Orientation (CORE) attendees: 1013 students. New student enrollment is up over 23%.
- Made connections with new community organizations, including Acres of Diamonds (a housing program for unhoused moms and their children), local mental health programs, and connected with Chamber members from Kirkland, Woodinville, Bothell, and Kenmore to explore partnerships to local resources for students.

International Programs

- Marketing and Outreach: The marketing team traveled to Uzbekistan, Kazakhstan, Turkey, Kyrgyzstan, Malaysia, and Vietnam. The director presented on the U.S. community college system and the 2+2 model at EducationUSA study abroad fair in Kuala Lumpur, Malaysia.
- Admissions and Advising: We welcomed and hosted orientation for 65 new international students!
- Study Abroad: 2 students are in Miyazaki, Japan and 6 students are in Lyon, France through the WA CTC study abroad consortium this fall. The Lyon program is taught by Cascadia’s Dr. Jessica Ketcham.

Student Accessibility Services (SAS) & CARE Team

- SAS is experiencing a 48% increase in new students registering with us compared to this time last year.
- SAS will be co-hosting a screening and discussion of the documentary, “Let’s Work” for Disability Awareness Month, about disabled individuals searching for employment and navigating work environments, with a discussion following about barriers to finding employment & how employers are missing out on talent by not hiring disabled individuals.
- CARE Team: The emergency grant program is in high demand. \$37,000 has already been disbursed for 24-25 so we are considering changes to the process to ensure funding can last throughout the academic year.

Student Advising & Support Services

- Advising has two primary goals this year to increase engagement and support for students who have traditionally not been regular users of advising services: Increase the number of students who have an academic plan on file and increase the number of students who have at least one meeting with an advisor.
- Hired two Peer Student Advising Assistants to expand outreach (funded through guided pathways)
- October reports to school districts reported: 1006 RS students enrolled in at least 1 class, 20 School Districts represented, 43 High Schools or Home school networks represented.

Student Financial Services (SFS)

- We have seen a 22% increase in file intake for the 2024-25 year from last year.
- Due to the increase in students applying for aid, there is a 56% increase in funds disbursed over last year.
- The Student Financial Services team will attend the Washington Financial Aid Association (WFAA) conference from October 16-18. Many federal and state annual updates will be shared at this event.

Student Life

- 300 new students attended Jumpstart orientation
- Planning election activities and information sharing, including a voter registration station, information wall, and faculty-led conversation about navigating difficult political conversations.
- 21 student clubs/organizations are approved as of the first club council meeting at the beginning of October.

From the Executive Director of Marketing & Communications, Meagan Walker:

MARKETING/ADVERTISING

We wrapped our late summer/early fall marketing campaign on September 14. The results were very strong. Marcom tracks the metrics closely. The next advertising cycle will begin in early spring 2025.

Marcom and Enrollment are designing new marketing materials aimed at our prospective audiences. The goal is to have these materials ready for spring quarter.

SOCIAL MEDIA MARKETING

We are currently looking for a solution to backfill this position. Social Media has become a critical method to engage our community, leading to more inquiries and enrollment. The ED is handling this role until we are able to bring an outside vendor under contract.

WEBSITE

The website is maintained and improved on a daily basis. Additionally, as glitches come to light, they are addressed as quickly as possible. Google Analytics has been fully integrated, allowing us to monitor user metrics which we use to understand how to make improvements to the architecture.

STAFFING

In addition to seeking an interim social media manager, the hiring process for an Assistant Director of Marketing & Communications is active. The committee hopes to have identified a candidate by Thanksgiving. This will alleviate a lot of work that is currently being tended to by the ED, as well as allow for the department to begin other initiatives.

SPECIAL PROJECTS

- Parking permit increases. Negotiations are underway. Cascadia is currently waiting for a information we have requested from UW Bothell.
- Transit terminus project. The campus, the city, and transit agencies are still in discussions about a permanent location (several years out) for bus layover, turn-around, and re-charging. The transit agencies would like to locate it on campus. The campus does not believe this is a tenable solution.
- 25th Anniversary. The Foundation and Marcom have laid out a series of events and activities to celebrate our 25th year. These will be implemented throughout the remainder of 2024 and in 2025.
- Regional Challenge Grant. Cascadia is collaborating with Centro Cultural Mexicano and other organizations to study and recommend initiatives and practices that will advance postsecondary attainment goals among Spanish-speaking populations across the state. Ask Angie if you're interested in more information. She is leading the effort!



Board of Trustees Meeting Agenda

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

**Regular Meeting Wednesday,
October 16, 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, October 16, 2024
4:00 p.m.**

AGENDA

1. PUBLIC MEETING CALL TO ORDER

2. CONSENT AGENDA

- A) Meeting Agenda
- B) Minutes from last meeting – September 18, 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

- EAB Introductions
- Introduction of New Employees/Promotions

5. INFORMATION ITEMS

- A) 10th Day Enrollment (KL/MH)

6. DISCUSSION & PRESENTATION ITEMS

- A) Faculty Focus – Dr. Soraya Cardenas

- B) Monthly Finance Update (SP)
- C) Year-in-Review: Foundation (BC)
- D) Year-in-Review: Admin Services (SP)

7. ACTION ITEMS

- A) Faculty Emeritus Status
- B) Authorization for use of Reserves

8. OTHER REPORTS

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

9. OTHER BUSINESS OR ANNOUNCEMENTS

10. NEXT MEETING

The next regularly scheduled Board meeting is Wednesday, November 20th, 2024.

ACCESSIBILITY & NON-DISCRIMINATION

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.

Cascadia College is committed to creating a supportive environment for a diverse student, faculty, and staff population. Individual differences are celebrated in a pluralistic community of learners.

Cascadia does not discriminate on based on, but not limited to race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment, and is prohibited from discrimination by college policy and state and federal law.

**Minutes Regular Meeting
Cascadia College Board of Trustees
September 18, 2024**

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

BOARD OF TRUSTEES

Present: Angie Hinojos, Chair; Dr. Colleen Ponto, Vice Chair; Meghan Quint (excused); Alex Lee;

EXECUTIVE STAFF

Chari Davenport, Dr. Kerry Levett, Erin Blakeney, Sean Poellnitz, Dr. Eric Murray, Dr. Ellen Evans, AAG.

Susan Thomas (recorder)
Thais Lima (presentation assistant)

AUDIENCE

Audience members via Zoom included: See Addendum A

1. CALL TO ORDER – PUBLIC SESSION (4:00 PM)

Chair Angie Hinojos called the meeting to order at 4:05pm

2. CONSENT AGENDA

Chair Hinojos asked for approval of the consent agenda.

MOTION: Trustee Lee made a motion to approve. Vice Chair Ponto seconded the motion.

APPROVED. Unanimously. No Abstentions.

There was a request to add an Action Item: Resolution for the SFS Team. This was approved.

3. PUBLIC COMMENTS

There were no public comments

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS

New Employees

- Jozlyn Pelk, IT Support Tech 1
- Doug Blevins, Part-Time Academic Advisor (absent)
- Erin Hitzemann, Part-Time Academic Advisor (absent)
- Chika Risteen, Payroll Coordinator
- Veronica Corral, Director of Enrollment Management
- Tasha Vice, Dean for Student Learning - Transitional Studies

Promotions/Changed Positions

- Steve Kroeger, Program Manager – Audit & Compliance
- “Bong” Luzviminda Mangaser, Design Manager

5. INFORMATION ITEMS

- **Risk Register Review**

The Trustees are required to be informed annually of the college’s assessment of high priority risks. Sean Poellnitz presented the ERM Policy review. In this year’s assessment submitted to the DES on September 1, 2024, there were no escalated issues of immediate concern.

- **Policy Homework Review**

Dr. Murray discussed the policy review process, which 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 Articles 4-7. Instructions and a worksheet will be sent after the Board meeting.

- **Accountability Audit Review**

Dr. Murray discussed the routine audit the College went through in Spring of 2024. This audit is an Accountability Audit, which is an audit of its financial practices. This audit does not look at numbers; it reviews how the College conducts its business and if it follows best practice. The State Auditor’s Office conducted the review. There were no material findings nor recommended corrective action items. See the Accountability Audit Report in the Packet for details.

- **Artificial Intelligence Workshop Summaries**

The Trustees asked for a report on the impact of Artificial Intelligence. Dr. Murray wrote up three synopses on presentations by SBCTC, WACTC and Northshore School District.

- **Civil Rights Review Summary**

The Trustees are to be informed of all audit reports. Chari Davenport discussed the audit we went through in Spring 2024; it’s been 10 years since the last. We were considered one of the top two schools in CTC System that the evaluator described as a “strong workplace”.

6. DISCUSSION ITEMS

- **Faculty Focus**

Dr. Soraya Cardenas was not able to make it today, and that portion of our discussion will be postponed.

- **Mission Fulfillment** – Institutional Effectiveness Annual Report 2024

This month we are providing a summary report on our strategic and operational work to evaluation through public and internal discussion, our progress including success and

opportunities for growth and investment. The report includes select initiative snapshots.

Dr. Kerry Levett reviewed this report with employees on Monday, and received great feedback. She is looking forward to hearing from employees in the spring. A big thank you to Michael Horne for all his work on this. Our success stories are going to translate to the community and to the website

- **Mental Health and Basic Needs**

Erin Blakeney presented a slideshow giving an overview of the resources and services available to support students' mental health at Cascadia.

Cascadia Student Success Services has partnered with several organizations and agencies to offer a comprehensive set of services to support both mental health and basic needs.

The presentation gave an overview of current services offered and next steps:

- Counseling Services (partnering with UWB Counseling Services)
- Basic Needs Navigator (supported by WA state legislature/SBCTC)
- Supporting Students Experiencing Homelessness Grant (supported by SBCTC)
- Benefits Hub Emergency Funds (Supported by United Way of King County and Cascadia College Foundation)
- Kodiak Cave Food Resource Center (Supported by Cascadia Services & Activities Fees) -this is for all students, not just financial aid students.

- **Equity and Inclusion - Year in Review**

Chari Davenport presented on Equity & Inclusion's 2023-24; see presentation in Packet for more information.

- The Diversity and Equity Center, as well as Center Outside the Walls have grown tremendously. We provided movies, social events, speakers and interactive workshops.
- At the Taste of Spring we served over 120 students
- We provided a screening of Crip Camp; one of the most impactful and popular events in the center in 2024
- Cascadia Scholars: we had 81 scholars last year, and are at 86 scholars so far this year
- Foundations of E&I is gaining popularity; we are now running to internal and 3 external community courses
- The Student of Color Conferences had over 800 students participate from 5 schools and service districts.

- **Year in Review for Communications:**

Meagan Walker presented the Marketing & Communications slideshow sharing their process of marketing efforts and process, including Our Brand Reputation and Marcom's Enrollment Goals. See slideshow in packet for detailed information.

- Our Process is well defined:
 - Use brand as anchor
 - Establish enrollment goals
 - Identify audience based on profiles
 - Select platforms
 - Place ad buy
 - Monitor metrics

Marketing & Communications is an integral part of the whole process of enrollment increase, along with enrollment services, equity and inclusion, and student learning.

7. RECOMMENDED ACTION ITEMS

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

The Board recommends that Trustee Angie Hinojos will remain the 2024-25 Chair of the board, and Trustee Colleen Ponto will remain the 2024-25 Vice Chair of the Board.

Motion to approve: Trustee Lee

Seconded: Trustee Ponto

APPROVED: Unanimous, No abstentions

- **2024-25 Sub-Committee Membership & School District Liaisons**
New sub-committee members and school board assignments must be determined each September. These duties begin after the conclusion of the September meeting.

The Board recommends that:

- Trustee Lee and Trustee Ponto serve on the Finance Sub-Committee.

The Board recommends that:

- Vice Chair Ponto represents at Northshore School District.
- Chair Hinojos represents at Riverview School District.
- Trustee Lee represents at Lake Washington School District

8. OTHER REPORTS

- **Cascadia Events & Advocacy Board (EAB)**
Student representative Olivia Kent-Horton shared information on upcoming events

the EAP is sponsoring and planning

- The popular Ice Cream Social will be held on the first day of school
- CEPs will be tabling the first two weeks of school, offering coffee and tea
- The Fall Involvement Fair is happening soon

- **Cascadia Community College Federation of Teachers**

David Shapiro provided a handout, but needed to leave early.

- **Cascadia Classified Union Washington Public Employees Association**

Ryan Higgins stated there are no updates at this time.

- **Board Chair and Individual Board Members**

- **Trustee Lee** met with the bond manager and will follow up with her soon.

- **President**

- Dr. Eric Murray commented on the great civil rights and accountability audit outcomes
- School district notes will be in folders tomorrow
- Over the next couple of months Eric will be attending city council and school board meetings presenting The State of the College slideshow
- The Trustees conference is in Seatac this fall. Let us know if anyone is interested and we'll help you get registered.
- The Foundation Scholarship Reception is on Oct 30th; this is a gathering to celebrate donors and recipients and we'd be thrilled to have you join us. We'll get invitations out to you.
- The Legislature/OFM over awarded Community and Tech colleges this last year due to an error in the funding. So far they are not asking colleges to pay back the 28M, but they intend to. Ours translates to 400k. We entered this fiscal year with 1M deficit and 1M drawdown. We probably won't need the 1M drawdown due to enrollment gains. We can afford to pay 400k check without affecting the college. Eric will bring this back to Trustees if this payback is requested.

- **9. OTHER BUSINESS/ANNOUNCEMENTS**

No other announcements.

- **10. MEETING ADJOURNMENT**

Chair Hinojos adjourned the meeting at 5:37pm.

- **11. Minutes Approved and Adopted on, October 16, 2024.**

Angie Hinojos, Board Chair

Attest:

DRAFT

Addendum A

Board of Trustees Meeting Attendance	Present
Eric Murray, President	X
Angie Hinojos, Chair	X
Colleen Ponto, Vice Chair	X
Alex Lee, Trustee	X
Ellen Evans, AAG	X
Erin Blakeney	X
Kerry Levett	X
Chari Davenport	X
Sean Poellnitz	X
David Shapiro	X
Ryan Higgins	X
Olivia Kent-Horton	X
Thais Lima	X
Susan Thomas	X
Meagan Walker	X
Veronica Corral	X
Michael Horn	X
Laura Heddal	X
Jozlyn Pelk	X
Tonio Shimono	X
Shawna Pitts	X
Deann Holliday	X
Brett Steiner	X
Martin Nunez	X
Kelly Leahy	X
Maia Wood	X
Chika Risteen	X
Melissa Stoner	X
Teya Viola	X
Kristina Young	X

Erik Tingelstad	X
Tasha Vice	X
Becky Riopel	X
Jason Rue	X
Ana Nina	X
Steve Kroeger	X
Ifrah Mohamed	X
Gordon Dutrisac	X
Chantal Carrando	X
Zuzana Regan	X

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 last Board meeting:

EAB:

Leila De Folo – Programming Chair

Olivia Kent-Horton – Advocacy Chair

Taylan Allison – Event Coordinator

Shaezel Khan – Event Coordinator

Molika Ny – Event Coordinator

Cascadia:

Jamie Rocco, Customer Service Specialist 3

My name is Jamie Rocco. I have a bachelor's degree in Media & Communications with a minor in Science, Technology, and Society and I graduated with high honors from the University of Washington in June 2024. I'm an active duty Navy veteran with 10+ years of customer service/hospitality/management experience under my belt. My hobbies include videography, music production, nature walks, watching movies, and playing video games. I've lived all over the country starting in Pittsburgh PA, to New Orleans LA, San Diego California, to now, Seattle WA.

Elizabeth Merritt, Customer Service Specialist 3

Hello! My name is Elizabeth and I am excited to start working at Cascadia College. I spent my first few years in college pursuing a degree in Business then finished my degree in Interdisciplinary Studies involving environmental sustainability/awareness, ethics, and business. I have many passions ranging from outdoor hobbies to creating art to relaxing at home with my dog Oreo. Thank you for inviting me to your team, as I am excited to work and share ideas with each and every individual.

Ryan Higgins, Instruction & Classroom Support Technician 3 (12-month)

Ryan Higgins will be stepping into his new role as a 12-month Instructional Classroom Support Technician 3 for Biology and Chemistry, officially started on October 1, 2024!

Ryan grew up on a horse ranch in the foothills of the Cascades near Monroe, making him Washington born and raised. Before starting a part-time job in the science labs at Cascadia College in 2016, he worked in retail. He became a full-time employee in 2018 and hasn't looked back since. He firmly believes in the mission of Cascadia College; as a college student who took a break in pursuing his degree, he later returned to school—first by taking courses at Cascadia and then recently transferring to UWB to finish the degree he started in 2012. In his free time, he enjoys watching musicals, playing video and board games, and training puppies to become service dogs (and he loves dogs in general!).

Cascadia College Board of Trustees Discussion Item

Subject: Fall 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 on October 3, and supplemented with applicable updates after the 10th day census is complete.

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

Supplemental Document: INFO 5.a: enrollment slide deck



Enrollment Update

Preliminary 10th Day Update

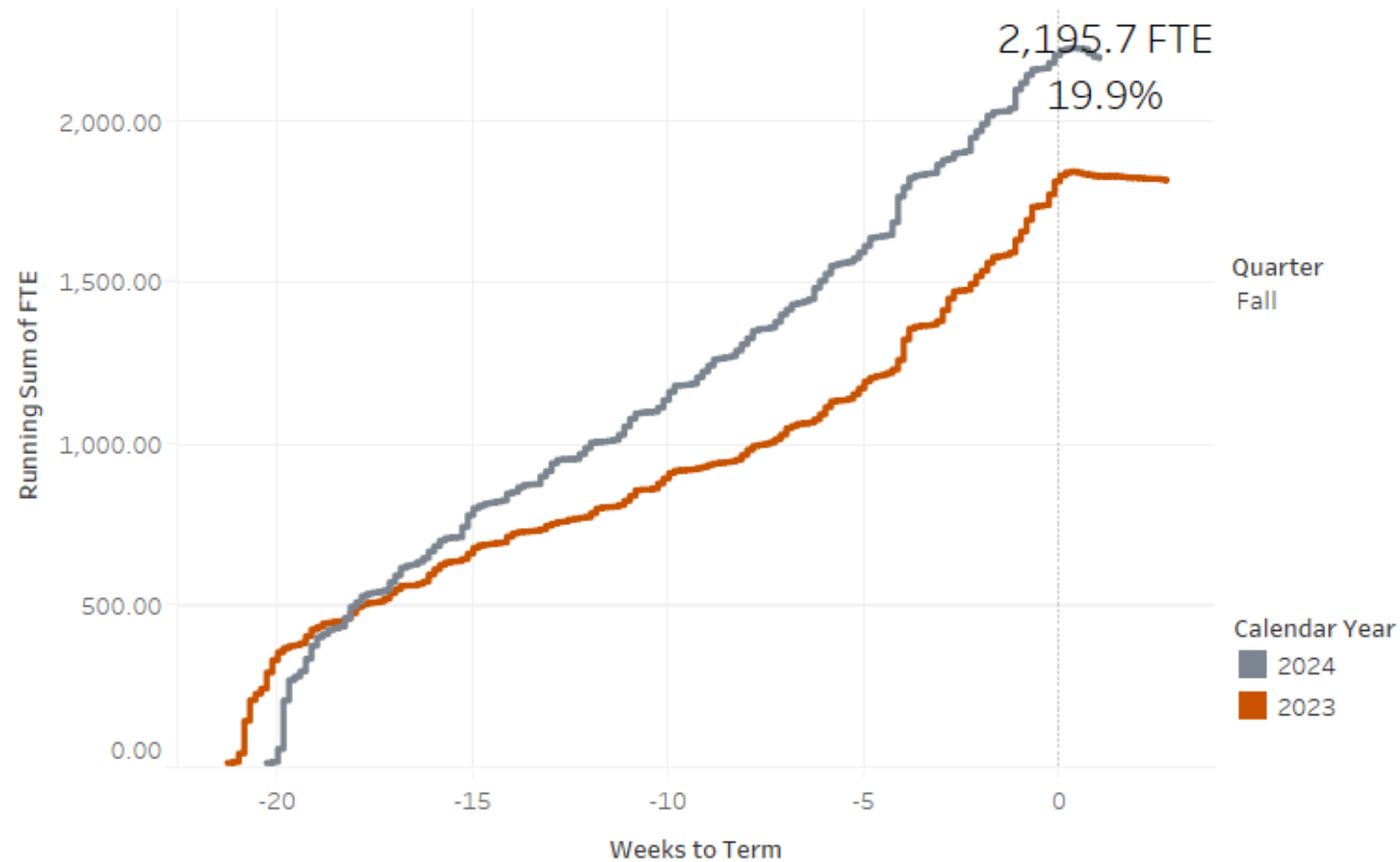
- The “census” date is the 10th day of instruction
- Census date is Oct 8th.
- The proportion of students who are full-time has increased, from 53% last year to 57% this year. This increases FTE slightly more than headcount.

Overview #s

On Wednesday 9/25,

- ❖ Headcount was 2668 (17% increase from last year)
- ❖ FTE was 2212 (22% increase from last year)
- ❖ Course Enrollment was 6359 (21% increase from last year.

Fall Trend



- This year steady rate
- Last year slower start
- Both years have an enrollment acceleration at about 4 weeks to the quarter start.

Preliminary Enrollment

- 30.1% increase in Contract funded enrollments
- 28.7% increase in Running Start
- 11.0% increase in State funded
- 19.6% overall increase

Full-Time Equivalency (FTE) by Fund Source, as of Oct 3rd

Funding Source	Enrollment Kind	Fall 2023	Fall 2024	% Change
State		1,002.30	1112.912	11.0%
	Regular State Supported	845.2	941	11.3%
	Basic Skills (BEdA/CCF)	140.34	158.99	13.3%
	Bachelor of Applied Science (BAS)	16.8	12.9	-23.2%
Contract		809.7	1053.6	30.1%
	Running Start ¹	655.9	844.14	28.7%
	International (CCF, Acad, & BAS)	153.7	209.4	36.2%
	Int'l (ELP/CCF) sub-tl	38.7	60	55.0%
	Int'l Academic sub-tl	113.6	148.8	31.0%
	International BAS sub-tl	1.5	0.7	-53.3%
Total		1812	2166.5	19.6%

Cascadia College Board of Trustees
Discussion Item 6.A

Subject: Faculty Focus

Justification:

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

Background:

A.I. represents a significant disrupter challenging how we do business and engage in education. We seek to embrace the benefits that A.I. brings to our approaching to teaching and learning while address affiliated challenges.

Discussion:

Dr. Soraya Cardenas, (Tenured Senior 1 Faculty in Sociology) will discuss her work centering A.I. in class discussions on ethics and inequities. Her presentation, “Unfolding A.I. in the Classroom” highlights both her classroom work and contribution to the educational scholarly community from her paper presented at IEEE International Symposium on Technology and Society (ISTAS).

For reference:

Cardenas, Soraya & Vallejo-Cardenas, Serafin. (2019). Continuing the Conversation on How Structural Racial and Ethnic Inequalities Affect AI Biases. 1-7.
10.1109/ISTAS48451.2019.8937853.

This paper is a deep dive into artificial intelligence (AI) biases that affect marginalized communities, from introducing current AI biases to looking at more structural issues, such as historical, ideological, practice and policy perspectives. Because of limited social science research in Artificial Intelligence, the structural discussion of racial and ethnic inequalities uses current STEM research to understand the broader issues facing AI development. The paper also provides some recommendations in addressing AI biases. Some of the recommendations purport the usual solutions, but also introduces fresh approaches to thinking about solutions to AI biases.

Supporting Documents:

- DISC. 6A.1 ppt

Unfolding A.I. in the Classroom

Soraya Cardenas, Ph.D. Cascadia College

What is Artificial Intelligence?

- Algorithm
 - a process or set of rules to be followed in calculations or other problem-solving operations, especially by a computer.
- Machine Learning
 - the use and development of computer systems that are able to learn and adapt without following explicit instructions, by using algorithms and statistical models to analyze and draw inferences from patterns in data.
- Neuro nets
 - an analogous network of electronic components, esp one in a computer designed to mimic the operation of the human brain
- Singularity
 - the hypothetical point in time when machines become more intelligent than humans:

Why Should We Care?

- Is it a tool to accelerate our educational base?
- Is it a super tool for cheating?


Classroom Pedagogy


- Ethics
- Social Considerations
- A Tool in the classroom

The background of the slide is an aerial photograph of a vast ocean. The water is a deep, vibrant blue, and the surface is covered in a dense pattern of small, white-capped waves, creating a textured, almost crystalline appearance. The lighting suggests a bright, sunny day, with the white foam of the waves contrasting sharply against the darker blue of the water.


Ethics: Helping Students Think about Ethical Considerations

College 101: College Strategies: Debate







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COLL101 01 4482 > Pages > What's Due Monday, July 8th

 Immersive Reader

Summer 2024

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Panopto Recordings

What's Due Monday, July 8th

What's Due by Monday, July 8th by 11: 15 am

1. UW ID Screenshot
2. Syllabus, Class Resources & Announcement Quiz
3. Listen to the podcast: This American Life: Greetings, People of Earth (Prologue & Act 1 only required for the class (@32 minutes)): Click [here](#)  to be redirected.
4. Listen to the podcast: NYT: The Daily: Suspicion Cheating and Bans: Click on the link [here](#)  to be redirected.
5. In-Class Quiz over assigned podcasts.
6. We will continue to work on group projects in class.
7. Write the date and time of your advisor appointment.

33



803 | June 23, 2023



Greetings, People Of Earth

Humans encounter non-human intelligences of various kinds and try to make sense of them.

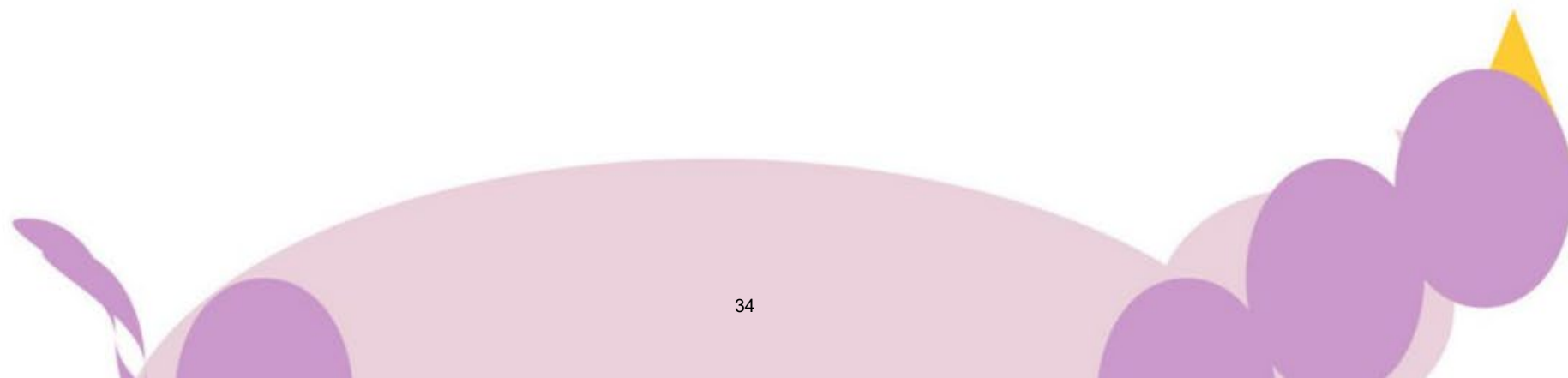


[Download](#)

[Subscribe](#)



[Transcript](#)



June 28, 2023

Suspicion, Cheating and Bans: A.I. Hits America's Schools

Teachers and students on how ChatGPT is changing education.



Transcript



Listen 29:16

Social Considerations: How AI Looks Like in Society

CHECK LIST:

- chat

share

cloud

share

CONNECT

Global Network

click

→ People

→ Friends



good!

hello!

- NETWORK
- internet
- connect

SHARE

SOC 150: Social Inequality: Quiz & Group Qs

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▼ Week 5: Unequal Education

What's Due Tuesday April 23rd

Unequal Education

Inequalities_Education_Updated_2020_Cardenas.docx

IEEE_ISTAS2019_Ref_19_copy.pdf

Seattle_Times_Seattle_Kids_Laptops_Covid.docx

Quiz

Quiz_ Unequal Education

Apr 25 50 pts

What's Due Thursday

What's Due April 25th

37

Topic: Educational Inequality

Purpose:

The purpose of the materials is to expose systematic inequalities in education, to think critically of historical narratives of education and to challenge false narratives of education.

Instructions:

Read, listen, and/or watch the following materials

1. Read Unequal Education by Dr. Cardenas, which is available on Canvas under Week 5 Module.
2. Read the academic article, "Continuing the Conversation on How Structural Racial and Ethnic Inequalities Affect AI Biases" by Dr. Cardenas and Serafin Vallejo-Cardenas. This reading is available on Canvas under Week 5 Module.
3. Listen to the podcast, This American Life Podcast: The Problem we Live With-Part 1. Please click on the URL below to be redirected.

<https://www.thisamericanlife.org/562/the-problem-we-all-live-with-part-one>

4. Listen to the Podcast, Hidden Brain: Zip Code Destiny

<https://www.npr.org/2018/11/12/666993130/zipcode-destiny-the-persistent-power-of-place-and-education> ➞

5. Watch the *Ted Talk* by Kandice Sumner. Click the URL below to be redirected.

https://www.ted.com/talks/kandice_sumner_how_america_s_public_schools_keep_kids_in_poverty?language=en

6. Read the Vox article, Black kids are way more likely to be punished... Click on the URL below to be redirected to the article.

<https://www.vox.com/identities/2018/4/5/17199810/school-discipline-race-racism-gao> ➞

7. Read *The Seattle Times* Article: Why Seattle kids were the among the ³⁸fast in the region to start receiving laptops after coronavirus closed schools. Available below this page. ➞

Continuing the Conversation on How Structural Racial and Ethnic Inequalities Affect AI Biases

Soraya Cardenas¹, Serafin F. Vallejo-Cardenas²

¹Sociology Department and Mobile Applications, Cascadia College, Bothell, WA, Email: scardenas@casadia.edu

²STEM Major, Cascadia College and Summit Sierra High School, Bothell, WA and Seattle WA

Abstract - This paper is a deep dive into artificial intelligence (AI) biases that affect marginalized communities, from introducing current AI biases to looking at more structural issues, such as historical, ideological, practice and policy perspectives. Because of limited social science research in Artificial Intelligence, the structural discussion of racial and ethnic inequalities uses current STEM research to understand the broader issues facing AI development. The paper also provides some recommendations in addressing AI biases. Some of the recommendations purport the usual solutions, but also introduces fresh approaches to thinking about solutions to AI biases.

Keywords - Artificial Intelligence; Inequalities; Race and Ethnicity

Wilson, Hoffman and Morgenstern concluded that object detection programs, used in identifying pedestrians, were less likely to identify a darker skinned person [6], meaning a driverless car is more likely to hit a darker skinned pedestrian than a white pedestrian. Sensors not recognizing darker skin is not new. Some soap dispensers with sensors have a harder time detecting darker skin [7]. In another artificial intelligence venture, data scientists trained an AI to judge a beauty pageant, the program gravitated towards lighter skinned participants, which were more likely to win [8]. Currently, retail stores are becoming more and more interested in facial recognition to help detect shoplifters. Unfortunately, these programs inaccurately identify darker skinned individuals as potential assailants [9]. Amazon has been selling “real time face recognition systems” to police departments; despite, the program having a large number of “false positives.” For example, Amazon’s program misidentified 28 members from

A Tool in the Classroom: ChatGPT

$$F = G \frac{m_1 m_2}{d^2}$$

$$\phi(x) = \frac{1}{\sqrt{2\pi\sigma}} e^{-\frac{(x-\mu)^2}{2\sigma^2}}$$

$$E = mc^2$$


$$ds \geq 0$$


$$\frac{\partial^2 u}{\partial t^2} = c^2 \frac{\partial^2 u}{\partial x^2}$$


$$\frac{df}{dt} = \lim_{h \rightarrow 0} \frac{f(t+h) - f(t)}{h}$$


SOC 440: Society and Ethics in the Digital Age


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ROTHELL



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▼ Module Week 6: Artificial Intelligence: From ChatGBT, Automation and Military/Government

Assignment




Artificial Intelligence


Feb 13, 2023 100 pts




Assignment Readings




AI_Academic_Atlantic_College_Essay.docx




AI_Academica_NYT_ChatGPT.docx



AI_Military_Atlantic.docx




AI_Robots_Police_Verge.docx




AI_Jobs_Forbes.docx

Discussion Board



AI and ChatGPT

Feb 13, 2023 100 pts



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Topic: Artificial Intelligence

Purpose:

To take a deep dive into the effects of Artificial Intelligence on Society.

Instructions:

1. Read the following materials. They are available as documents below this assignment.

A. The Atlantic: The College Essay is Dead

B. The New York Times: Alarmed by A.I. Chatbots, Universities Start Revamping How They Teach.

C. The Atlantic: The Third Revolution in Warfare

D. The Verge: San Francisco Approves Use of Remote-controlled Robots to Kill Suspects

E. Forbes: Artificial Intelligence has Caused a 50% to 70% Decrease in Wages

2. Label each assigned material and write a summary for each assigned material. This means five summaries. They should be between 50 to 100 words each, but you can go over.

3. Label each assigned material and write a reflection for each assigned material. This means five reflections. They should be between 50 to 100 words each, but you can go over.

4. Do not write one long summary or reflection. You will receive a 10 point deduction for not following instructions.

5. You must include an APA reference page of the assigned materials.

6. Upload a PDF or RTF file.

7. The assignment is worth 100 points.

8. The is due by Monday, February 13th by 11:59 pm.

Topic: AI and ChatGPT

Purpose:

The purpose of this assignment is to discuss issues related to Artificial Intelligence and its impact on society.

Instructions: Choose Options A or B

Part 1: Option A: ChatGPT

A. Go to ChaptGPT and Open an Account

Click [here](#)  to be redirected or the URL below:

<https://chat.openai.com/auth/login> 

B. Ask ChatGPT to Write an essay for you about the ethical and social effects of AI on Society (300 to 500-word limit). Then post it as part of your discussion board. If there is more than one essay, then post all of them and label them.

C. Answer the following Questions?

1. How does it feel for you to have ChatGPT do your essay? Discuss
2. How is the quality of the essay? If there are one or more essays provided then discuss all of them and their differences.
3. What are the ethical considerations when using this technology?
4. What is the larger impact on the individual? and Society? For example, will we become one monolithic form of language without creativity?
5. Are there any benefits? Explain why or why not.

D. Your question responses should be a total of 300 to 500 words.

Part 1: Option B: Write Your Own Essay

1. Using the five materials provided in the assignment, write a long essay that addresses the ethical and social impacts of AI on society. This should be 300 to 500 words, but you can go over the limit.
2. You may add additional resources for this essay, but they must be from reputable sources.

More Instructions:

1. The post should be between 300 to 500 words. You can go over the limit.
2. Your post must include an APA reference page of the assigned materials and your own contributing sources if you decide to add more sources. If you are using ChatGPT, please request sources. If this was not an option, then let us know in your post.
3. You should reply to two peers. Each reply should be at least 50 words or more. Make sure to have a robust reply. I also would encourage you to look at someone who did option A and another person who did option B.
4. The discussion board post is worth 100 points: 80 points for the discussion post and 20 points for the two replies.
5. The discussion board and two replies are due on Monday, February 13th by 11:59 pm.
6. Special Note: You can submit this as a PDF document if the post becomes too long.

Conclusion

Other classes:
Mobile
Applications

Goal: Expand
into SOC&101

Viral
Video

Cascadia College Board of Trustees
Discussion Item 6.B

Subject: Monthly Finance Report

Justification:

The Board has the responsibility of staying up to speed on the college's financials.

Background:

The finance report will include the following topics:

- Estimated revenues for 24-25 based on 10th Day Fall Enrollment
- Estimate for FY24 Year End Close

These numbers will not be ready until the day of the Board meeting, so no further material is presented in the packet at this time.

Cascadia College Board of Trustees
Discussion Item 6.C

Subject: Cascadia College Foundation Year-in-Review

Justification:

Each Fall, the Trustees hear from division leaders on their “Year-in-Review” to help keep the Trustees informed of operations, challenges, and successes.

Discussion:

Executive Director Brittany Caldwell will present on the Foundation’s 2023-24 work.

CASCADIA COLLEGE FOUNDATION

Cascadia College Foundation

The Foundation plays a crucial role in offering scholarships and grants to students needing financial support, while also backing key college initiatives.

SIGN UP FOR OUR NEWSLETTER

📍 18345 Campus Way NE, Bothell, WA
98011

✉ foundation@cascadia.edu

☎ [425.352.8840](tel:425.352.8840)



Overview:

2023-24 Highlights Fundraising Events



2023-24 Highlights

2023-24 Highlights

- Generated support for all of our top **fundraising priorities**
 - 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
- Launched our annual **fundraising event** – *Pay it Forward*
- Grew our **Board of Directors**
- Expanded our **outreach / donor development** strategies

2023-24 Highlights

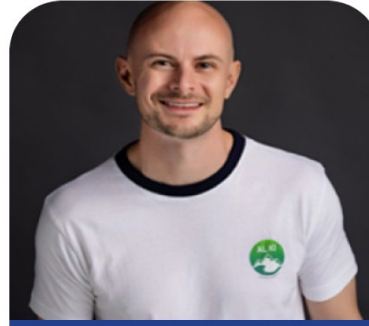
- Added new annually funded **scholarships**
 - First full-ride scholarships ever!
- Established a **Data Sharing Agreement** with the College
 - Providing access to a potentially powerful audience already connected with Cascadia
- Exceeded **\$3M total assets** for the first time
 - Created a Contingency Reserve Fund
 - Improved our cash management
 - Grew our Endowment



Board of Directors



Kelly Snyder - Chair
Snohomish County, Public Works Director



Alex deGolia - Co-Vice Chair
Al Ki Consultants, President & CEO



Nate Hill - Co-Vice Chair
Smartsheet, New Business Account Executive, SMB



Jackie Hizey - Treasurer
MainStreet Property Group, Co-President & CFO



Carmin Dalziel
Kirkland Parks & Community Foundation, Executive Director



Justin Gillebo
Renewable Energy Development, Director, Supply Chains Operations




Alex Lee - Director Emeritus
Auxano Advisers, Client Advisor / Partner



Stephanie Lizza
Evergreen Health, Director - Community Engagement & Legislative Affairs



Tom McAndrew - Director Emeritus
Coalfire, CEO

 Cascadia College Alumni



Dr. Eric Murray - Ex Officio Director
Cascadia College, President



Erin Price
Microsoft, Chief of Staff | Exec Office, Global Channel Sales and Channel Chief



Deby Rourke
John L. Scott Real Estate, Managing Broker



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



Jennifer Tennyson
President, Tennyson Paint & Vice President, Tennyson Homes



Ross Thomas
Mortgage Origination Manager



TOTAL
IMPACT
2023-2024

\$367,406
316 STUDENTS

TOTAL IMPACT 2023-2024

\$149,702

SCHOLARSHIPS & BOOKSTORE VOUCHERS

\$135,702

CASCADIA COLLEGE PROGRAM SUPPORT

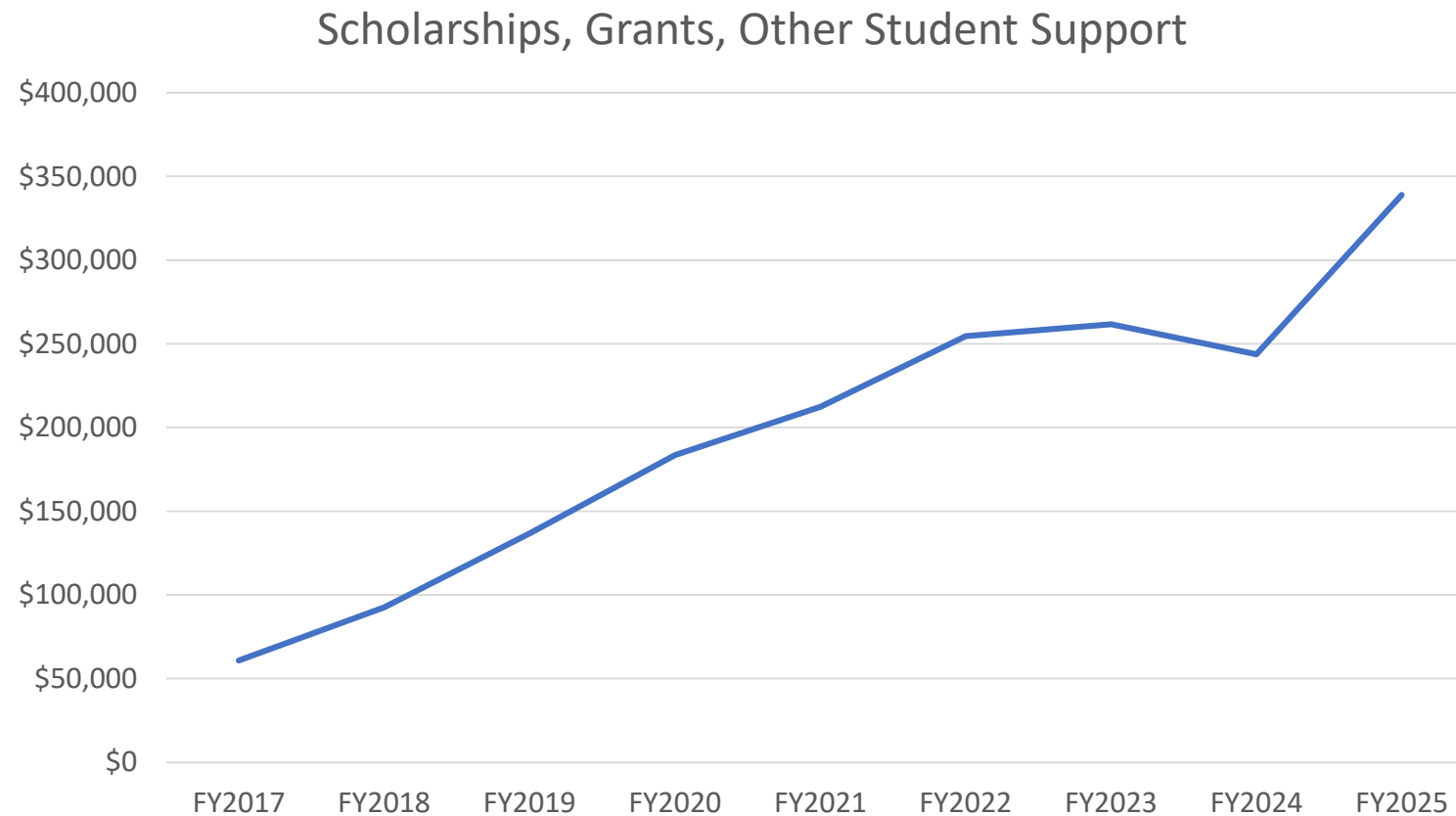
\$74,117

EMERGENCY SUPPORT GRANTS

\$7,885

TRANSPORTATION ASSISTANCE, GED TESTING

Growing Support For Students



Endowment Growth

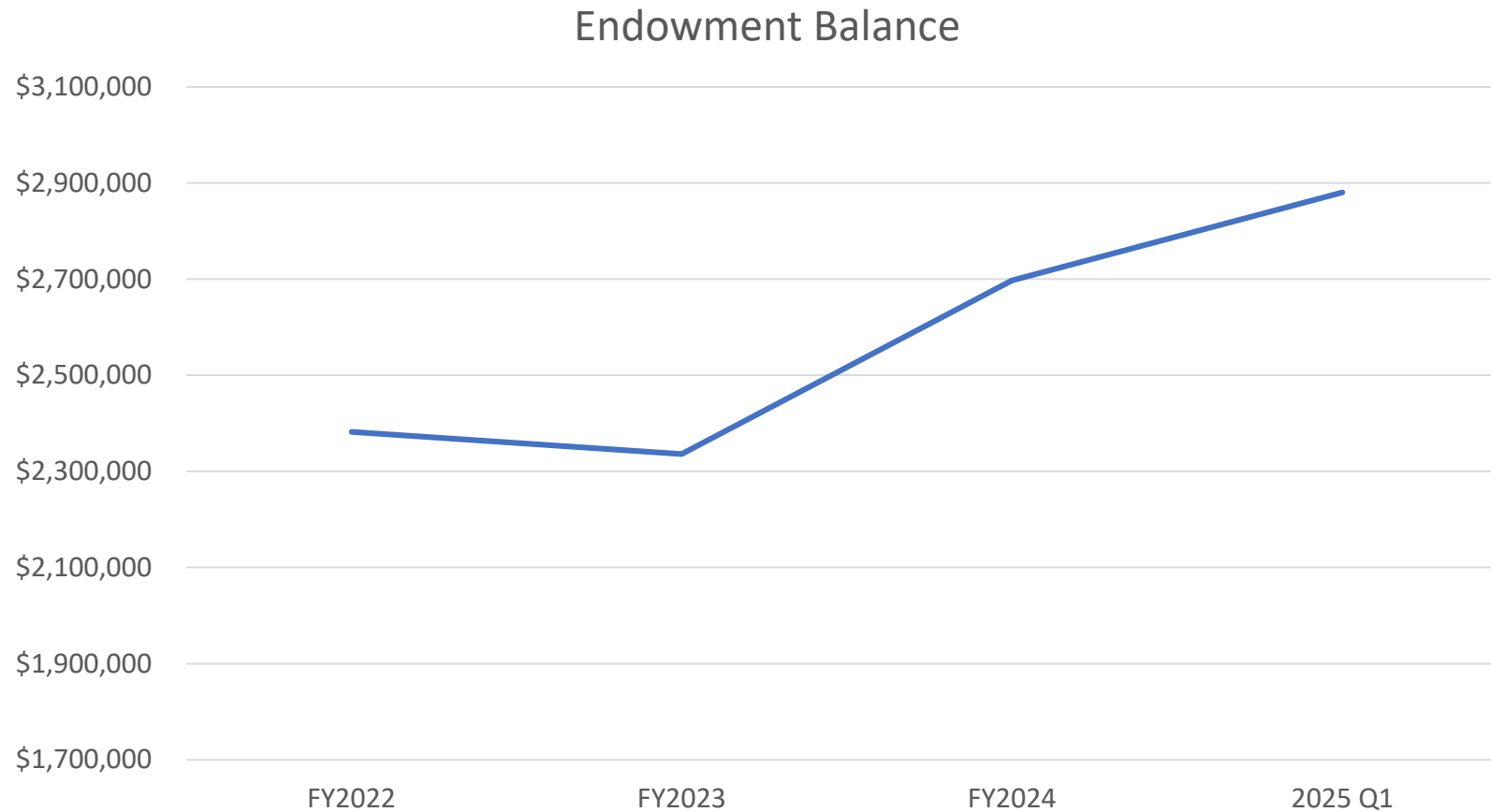
New Endowment Contributions

2022	2023	2024	2025 (Q1)
\$31,900	\$47,270	\$138,519	\$57,722

Endowment Earnings

2022	2023	2024	2025 (Q1)
\$-328,684	\$243,481	\$334,859	\$95,128

Endowment Growth



Evaluating Cascadia College's Investment in the Foundation

Adequate Consideration Report

Adequate Consideration Report

Evaluating Cascadia College's Investment in the Foundation

"The annual value of the space and equipment, supplies, personnel, and other services the College provides to the Foundation will not ordinarily exceed a range of 70 to 80 percent of the Foundation's average annual program output over a rolling three-year period, subject to annual review."

Program Output		Year 3 In-kind	Ratio
2011-13 3yr avg:	\$115,340	\$143,322	124%
2021-23 3yr avg:	\$358,968	\$221,939	62%
2022-24 3yr avg:	\$391,594	\$234,854	60%
2023-25 3yr avg:	\$382,750	\$232,741	61%



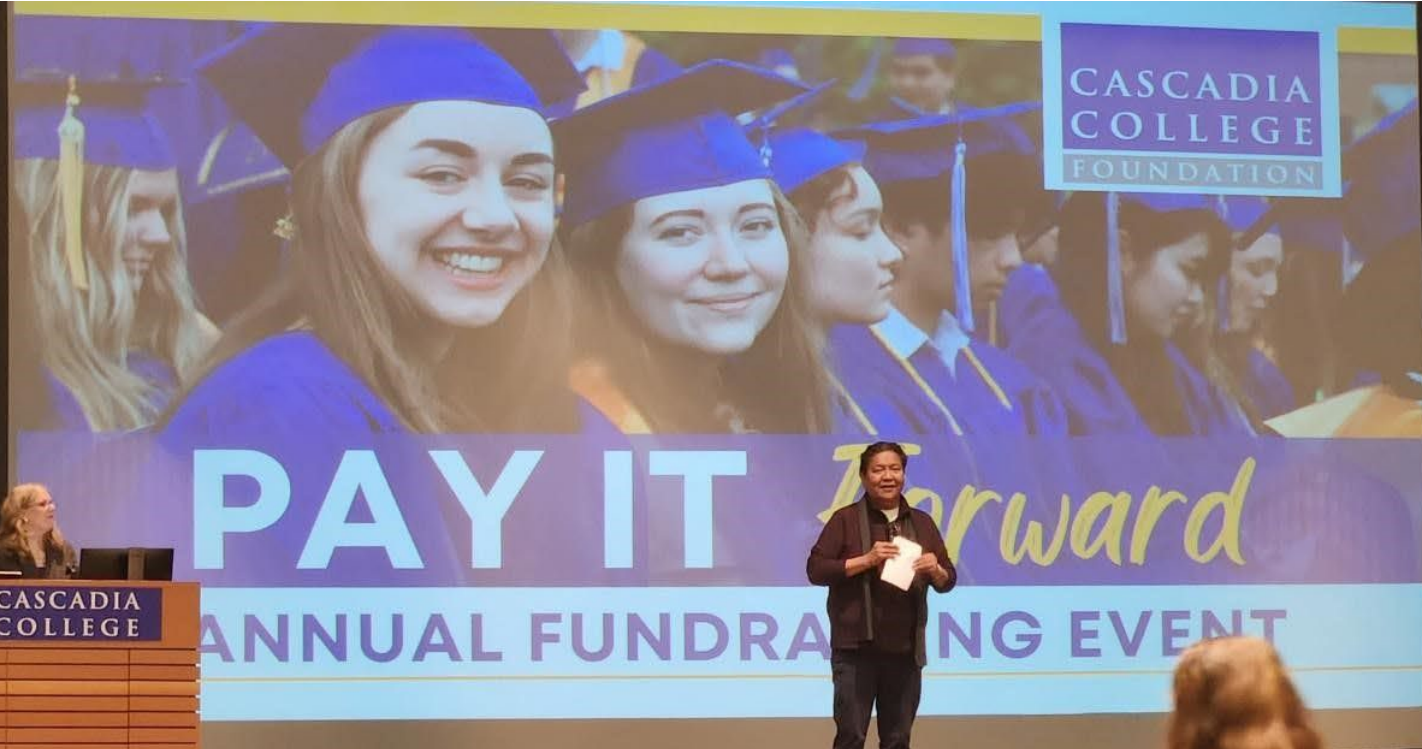
Fundraising

2024-25 College Fundraising Priorities

- Emergency Support Grants
- Cascadia Scholars Scholarships
- College and Career Foundations Scholarships & Grants
- Support for Cascadia College Redmond
(tuition assistance, transportation, operations)



Events



CASCADIA
COLLEGE



Upcoming Foundation Events

Scholarship Reception Event



October 30, 2024

25th Anniversary Celebration



February 26, 2025

Rosé Revival...and Cool White Wines Event



May 30, 2025

Cascadia College Foundation Events

SCHOLARSHIP RECEPTION EVENT

Celebrating our scholarship recipients
and generous supporters!

October 30, 2024
4:00 - 5:30pm
Mobius Hall, Cascadia College

CASCADIA
COLLEGE
FOUNDATION



JOIN US!

Cascadia College Foundation Events

Serving the community for 25 years!



**JOIN US TO
CELEBRATE**

26 FEBRUARY 2025 • 4:00 - 6:00 PM

MOBIUS HALL, CASCADIA COLLEGE

Cascadia College Foundation Events

Annual
Rosé
REVIVAL

...and cool white wines!



Friday, May 30, 2025

6-9pm (VIP 5pm)

Woodmark Hotel
Carillon Point
Kirkland Waterfront



Cascadia College Foundation Events





Cascadia College Foundation Events





Thank You!

www.Cascadia.edu/foundation



LinkedIn





Full Adequate Consideration Report

Adequate Consideration Report

Evaluating Cascadia College's Investment in the Foundation

College In-kind Contribution:

	2022-23	2023-24	2024-25
Personnel (CCF)	184,374	215,993	222,473
Personnel (CC)	28,233	12,843	13,228
Other Operations	9,332	6,018	7,040
	<u>221,939</u>	<u>234,854</u>	<u>242,741</u>
Reimbursement:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,000</u>
Net In-kind:	<u><u>221,939</u></u>	<u><u>234,854</u></u>	<u><u>232,741</u></u>

Adequate Consideration Report

Evaluating Cascadia College's Investment in the Foundation

Foundation Program Output:

	2022-23		2023-24		2024-25
Scholarships	156,659		142,709		209,900
Grants to Students	91,614		88,995		89,000
Other Programs	13,378		11,980		40,007
Pass-thru Gifts	75,642		46,540		TBD
Personnel Effort	65,744		57,183		58,898
	<hr/> 403,038		<hr/> 347,406		<hr/> 397,805

Adequate Consideration Report

Evaluating Cascadia College's Investment in the Foundation

"The annual value of the space and equipment, supplies, personnel, and other services the College provides to the Foundation will not ordinarily exceed a range of 70 to 80 percent of the Foundation's average annual program output over a rolling three-year period, subject to annual review."

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2023-25 3yr avg:	\$382,750	\$232,741	61%

Cascadia College Board of Trustees
Discussion Item 6.D

Subject: Administrative Services Year-in-Review

Justification:

Each Fall, the Trustees hear from division leaders on their “Year-in-Review” to help keep the Trustees informed of operations, challenges, and successes.

Discussion:

Vice President Sean Poellnitz will present on Administrative Service’s 2023-24 work.

YEAR-IN-REVIEW

ADMINISTRATIVE SERVICES

Sean Poellnitz

Vice President of Administrative Services



Administrative Services

INFORMATION SERVICES	HUMAN RESOURCES	FACILITIES & CAPITAL PROJECTS	PAYROLL	FINANCE
<u>Director:</u> Laura Hedál	<u>Directors:</u> Ifrah Mohamed Jason Rue	<u>Director:</u> Shawna Pitts	<u>Director:</u> Melissa Stoner	<u>Director:</u> Ginny Jackson

<ul style="list-style-type: none">▪ Network Infrastructure▪ Student Information Systems▪ Cybersecurity▪ Technical Support▪ Software and Hardware Provisioning▪ Cloud Services▪ Digital Innovation▪ Data Integration▪ Classroom Technology▪ Communication Tools▪ Accessibility Services▪ Training and Development▪ Accessible Technology	<ul style="list-style-type: none">▪ Talent Acquisition and Recruitment▪ Employee Onboarding▪ Professional Development▪ Benefits and Leave Administration▪ Performance Management▪ Employee and Labor Relations▪ Policy Development and Compliance▪ Title IX▪ Work-Life Balance Programs▪ Health and Safety▪ Public Records Requests	<ul style="list-style-type: none">▪ Campus Maintenance▪ Capital Project Planning▪ Sustainability Initiatives▪ Risk Management▪ Space Management & Events Management▪ Campus Security and Safety▪ Facility Upgrades▪ Budget and Resource Management▪ Landscaping and Groundskeeping▪ Custodial Services▪ Capital Project Communication▪ Long-Term Campus Planning▪ Mail Services▪ Emergency Management▪ Fleet & Motor Pool Management	<ul style="list-style-type: none">▪ Compliance with Tax and Legal Regulations▪ Employee Payroll Support▪ Timekeeping and Attendance▪ Payroll Deductions▪ Payroll Reporting and Record-Keeping:▪ Wage and Hour Compliance▪ Employee Compensation Statements▪ Payroll System Management▪ Year-End Reporting▪ Payroll Training and Communication▪ Integration with HR Systems	<ul style="list-style-type: none">▪ Budget Planning and Management▪ Financial Reporting▪ Revenue Management▪ Expense Control▪ Financial Forecasting▪ Audit and Compliance▪ Investment Management▪ Student Financial Services▪ Capital Planning▪ Debt Management▪ Financial Technology Systems▪ Stakeholder Communication▪ Grant and Fund Management
---	---	--	--	---



Administrative Services

Shift from Reactive to Proactive	Responding to Solution-Based	Agility and Flexibility	Culture and People-Centric Focus	What Got Us Here Won't Take Us There
<ul style="list-style-type: none"> Transitioned from addressing issues as they arose to anticipating challenges 	<ul style="list-style-type: none"> Moved away from quick fixes toward sustainable, long-term solutions that address root causes. 	<ul style="list-style-type: none"> Demonstrated adaptability to changing organizational priorities. 	<ul style="list-style-type: none"> Prioritized employee engagement and more focus on drivers of success. 	<ul style="list-style-type: none"> Recognized the need for continuous evolution and innovation to meet future challenges.
<ul style="list-style-type: none"> Using data forecasting to better predict and manage resource needs. 	<ul style="list-style-type: none"> Cross-departmental collaboration created comprehensive responses. 	<ul style="list-style-type: none"> Fostered an agile mindset across teams, enabling quicker pivoting and faster implementation of new initiatives. 	<ul style="list-style-type: none"> Enhanced team collaboration fostering a strong, supportive culture. 	<ul style="list-style-type: none"> Invested in professional development, technology, and process improvement



Administrative Services

Information Services	HUMAN RESOURCES	FACILITIES & CAPITAL PROJECTS	PAYROLL	FINANCE
Fiscal Storyline				
<ul style="list-style-type: none"> • High Volume Customer Services • Organization Risk Reduction 	<ul style="list-style-type: none"> • Strong Human Capital Growth • Organization compliance focus and Awareness 	<ul style="list-style-type: none"> • Thoughtful future campus planning • Campus wide transformation and student experience focus 	<ul style="list-style-type: none"> • High performing with attention to Detail • Accountability and Compliance 	<ul style="list-style-type: none"> • Stronger reporting and data collection • A journey of learning
<ul style="list-style-type: none"> • IS latest performance evaluation in endpoint analytics, network connectivity, and Microsoft 360 app health has been outstanding, with scores exceeding 80% across all categories while handling over 5,000 submitted tickets. 	<ul style="list-style-type: none"> • Since the start of September last year, HR has filled 55 positions, including key leadership roles • Established a strong foundation for Title IX awareness and procedures. • Implemented support measures to ensure compliance and enhance campus-wide awareness 	<ul style="list-style-type: none"> • Demonstrated adaptability to changing organizational priorities. • Facilities has led a campus-wide transformation, ensuring our physical spaces reflect the highest standards of safety, sustainability, and functionality. • Finished designing CC5 	<ul style="list-style-type: none"> • Payroll department continues to deliver flawless performance with 100% accuracy and timeliness in compensation disbursements for \$21,384,471 in gross pay benefits for 246 employees. 	<ul style="list-style-type: none"> • Recognized the need for continuous evolution, training, and team building to meet future challenges.

CASCADIA COLLEGE PROJECTED 24-25 BUDGET

GENERAL OPERATIONS	23-24 PROJECTED (June 2023)	23-24 PROJECTED (May 2024)	23-24 FINAL (Final 2024)
Revenue			
State Allocation	15,192,146	16,176,803	16,073,266
Tuition	10,264,213	12,216,353	13,781,647
Fee & Other Income	275,000	531,423	756,891
Reserve R&R			103,537
Operating Drawdown			1,093,499
TOTAL			
	25,731,359	28,924,579	31,808,840
Expenses			
Salaries & Benefits			
Est Vacancy Savings	19,683,619	21,202,819	21,267,486
Goods & Services			
Other	6,936,058	7,500,946	8,030,240
Innov+FA Fee+S&A	319,400	-	
Reserve Expenditures			324,574
TOTAL			
	26,939,077	28,703,765	1,093,499
			30,715,799
GRAND TOTALS			
Revenue			
Expenses	25,731,359	28,924,579	31,808,840
NET	26,939,077	28,703,765	30,715,799
	(1,207,718)	220,814	1,093,041

YEAR-IN-REVIEW FINANCE REVIEW

Last Year Net Impact: Projection vs. Final Numbers

- The positive shift in our financial performance was primarily driven by stronger-than-expected revenue and lower expenditures.

Several factors contributed to the improved revenue:

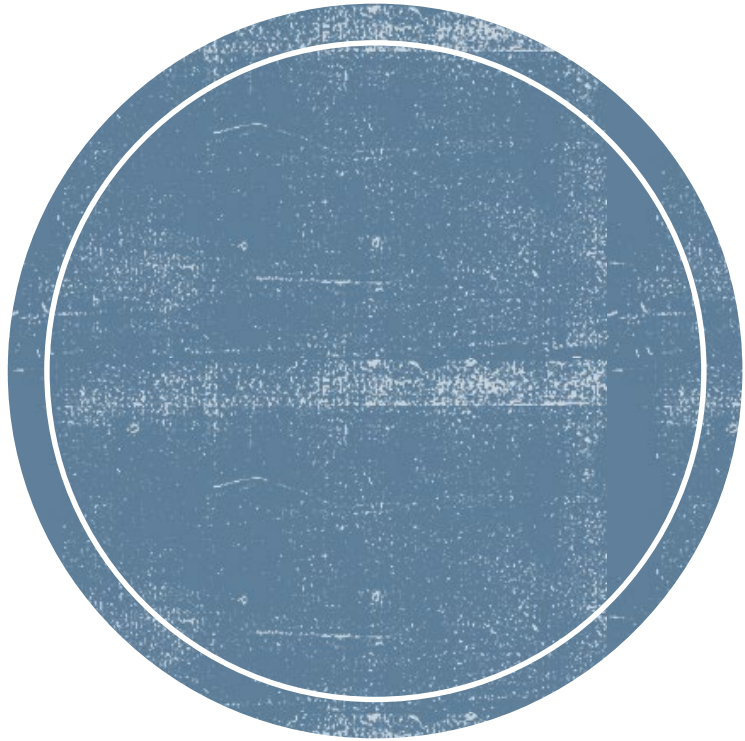
- ✓ **Increased Enrollment:** A surge in student enrollment led to significantly higher tuition collections.
- ✓ **Fee Revenue:** The higher enrollment numbers, coupled with more accurate data, resulted in stronger-than-projected fee revenues.
- ✓ **State Allocation:** We also benefited from a one-time reserve allocation from the state, further boosting our financial position.

On the spending side:

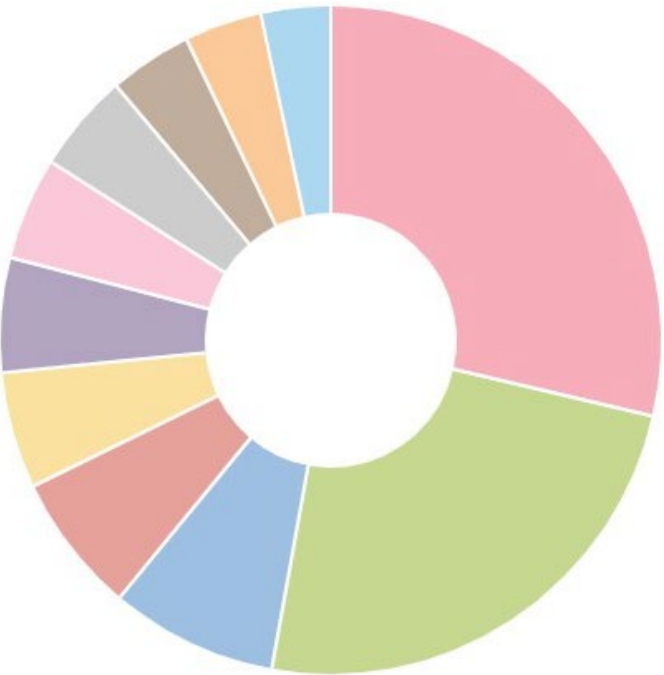
- ✓ **Repair and Replacement:** We effectively managed costs to budget.

These combined efforts led to a stronger financial outcome than originally anticipated.





■ Appendix



Issue Type

Total Issues: 5736

Service Request	1390
Cascadia Network Account Support	468
ctcLink General Issue	390
Classroom Support	323
Student Equipment Checkout	317
Software Support	286
Onboarding Request	275
Offboarding Request	233
Printer Issue	217
Change	195
Other...	1642

INFORMATION SERVICES

Director:
Laura Hedál

Administrative Services

The IT department has successfully modernized our digital infrastructure, significantly enhancing system reliability and security. By implementing cutting-edge technologies, IT has streamlined operations across the organization, enabling more efficient service delivery and positioning us as a leader in digital innovation within the higher education sector.

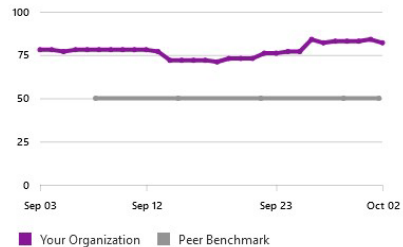
Technology experiences

Endpoint analytics: 85/100 points

Your Endpoint analytics score measures the quality of technology experience you are enabling for your users and how you can improve it.

Your Endpoint analytics score is 70% higher than the typical enterprise.

Primary score indicator
Endpoint analytics score



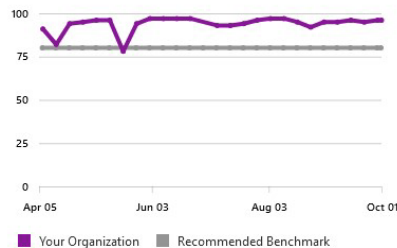
View details

Network connectivity: 96/100 points

Exchange, SharePoint, and Microsoft Teams performance depends on your network architecture. Review and update your network settings to improve connectivity.

Primary score indicator

Devices in your org that have trouble connecting or staying connected to Exchange



View details

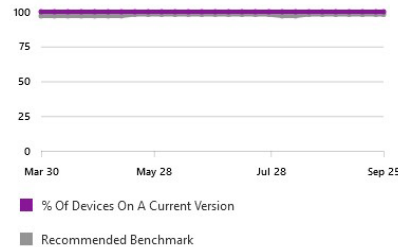
Microsoft 365 Apps health: 80/100 points

Make sure that the devices you manage are running a current version of Microsoft 365 Apps. They'll be more secure and provide the latest productivity features.

100% of devices are on a recommended update channel.

Primary score indicator

Devices in your org that are on a recommended update channel



View details

Our latest performance evaluation in endpoint analytics, network connectivity, and Microsoft 360 app health has been outstanding, with scores exceeding 80% across all categories. This stellar achievement reflects our commitment to maintaining optimal system health and delivering exceptional service reliability for our users. It highlights the effectiveness of our infrastructure and the team's ongoing dedication to operational excellence.



Looking Back

HUMAN RESOURCES (FISCAL 23- 24)

Directors:
Ifrah
Mohamed
Jason Rue

PAYROLL

Director:
Melissa
Stoner

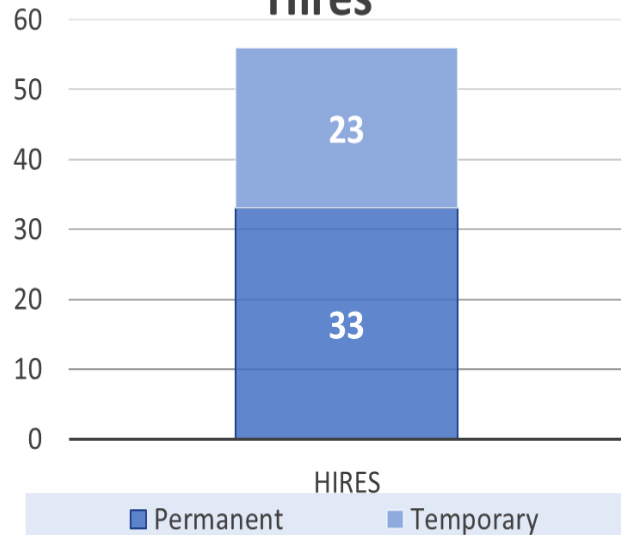
Administrative Services

Our HR department has transformed the workforce by cultivating a culture of excellence and inclusion. Through strategic talent acquisition and professional development initiatives, HR has strengthened employee engagement and retention, ensuring that we attract and retain top-tier talent to drive the institution's mission forward.

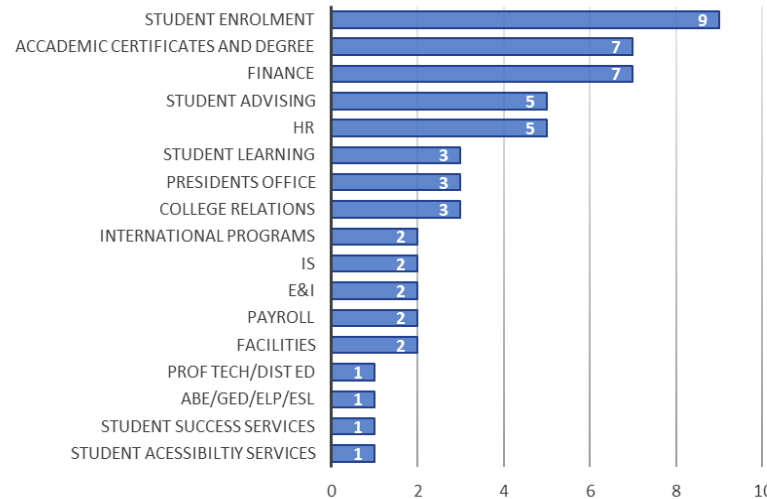
Our Payroll department continues to deliver flawless performance with 100% accuracy and timeliness in compensation disbursements for \$21,384,471 in gross pay benefits for 246 employees.

Since the start of September last year, HR has filled 55 positions, including key leadership roles such as the VP of Admin Services and an HR Analyst, with many more hires currently in progress across the department.

Hires



Number of Hires by Department



*Data is from 9/18/23 to 8/28/24

*Includes Hires promotions and transfers

Looking Back

FACILITIES & CAPITAL PROJECTS

Director:
Shawna Pitts



Conducted training/drills:
Great Shakeout, Active
Threats, Evacuation



Setup Redmond Classroom
& Innovation Hall -
lab/faculty/staff relocation



Finished designing CC5



Coordinated over 75 events
in Mobius Hall, Innovation
Hall and classrooms- \$80K in
revenue.



Hosted 2 summer youth
camps from June-August
bringing in \$48K in revenue.

Administrative Services

Facilities has led a campus-wide transformation, ensuring our physical spaces reflect the highest standards of safety, sustainability, and functionality. Through strategic capital planning and efficient project execution, they have enhanced the student and staff experience.

The Capital Planning team has played a pivotal role in aligning our long-term infrastructure investments with the institution's strategic growth objectives. By securing funding and meticulously overseeing project timelines and budgets, they have laid the groundwork for future expansion, ensuring that our facilities meet our evolving needs



Looking Back

FINANCE

Director:
Ginny
Jackson

Last Year Net Impact: Projection vs. Final Numbers

The positive shift in our financial performance was primarily driven by stronger-than-expected revenue and cost savings.

Several factors contributed to the improved revenue:

- ✓ **Increased Enrollment:** A surge in student enrollment led to significantly higher fee collections.
- ✓ **Fee Revenue:** The higher enrollment numbers, coupled with more accurate data, resulted in stronger-than-projected fee revenues.
- ✓ **State Allocation:** We also benefited from a one-time reserve allocation from the state, further boosting our financial position.

On the spending side:

- ✓ **Repair and Replacement Savings:** Although \$1.3M was approved for repairs and replacements, we effectively managed costs and spent less than projected.
- ✓ **Operational Savings:** Additionally, we did not require the planned \$240K operational drawdown, enhancing our final budget balance.

These combined efforts led to a stronger financial outcome than originally anticipated.

Administrative Services

The Finance department has been instrumental in strengthening our financial position, driving cost-efficiency while supporting strategic investments that fuel growth. Through financial stewardship and transparent reporting, Finance has ensured the institution remains fiscally responsible.



Cascadia College Board of Trustees
Action Item 7.A

Subject: Faculty Emeritus

Background:

The Trustees must approve the granting of Emeritus status.

Discussion:

Emeritus status is granted by contract to faculty who have retired from Cascadia in good standing. This year, by nomination of the Faculty Assembly and support of college leadership, we put forward Dr. Jeff Stephens as a candidate for the status of Faculty Emeritus.

Action:

Suggested motion for this action:

“The Board moves to grant Dr. Jeff Stephens the status of Faculty Emeritus and all the rights guaranteed by such designation.”

Vote/Adoption:

Trustee makes the motion: _____

Trustee seconds the motion: _____

	Yes	No	Abstain
Hinojos			
Lee			
Ponto			
Quint			

Cascadia College Board of Trustees

Action Item 7.B

Subject: Authorization for Use of Reserves

Background:

The Trustees must approve expenditures from Reserves that are of a significant amount.

Discussion:

“Design money” for CC5 was allocated at the beginning of the current biennium (July 1, 2023). That money has been expended and we have completed the design for the new building. However, in order to be “shovel ready” when our construction money is allocated in July 2025, we must begin architectural final drawings. This money is available with the July 2025 allocation. However, in order to not delay the project another 8 months, borrowing from the Reserves now (and paying it back after the allocation), is in the college’s best interest.

The risk with this expenditure is if the allocation is delayed from July 2025 to July 2027. There is a small chance that the legislature may pull back on capital spending such that Cascadia’s project may not make the list. This risk will be explained in more detail at the Board meeting.

Action:

Suggested motion for this action:

“The Board moves to approve the expenditure of up to \$250,000 for continued CC5 preparation work.”

Vote/Adoption:

Trustee makes the motion: _____

Trustee seconds the motion: _____

	Yes	No	Abstain
Hinojos			

Lee			
Ponto			
Quint			

MEMO

To: Board of Trustess

From: Sean Poellnitz, Vice President of Administrative Services

Date: October 9, 2024

Subject: CC5 Building Project Readiness Funding Request

Project Overview:

- Construction Start: July 2025 (pending funding approval)
- Funding Source: Awaiting state notification, expected March 2025

Readiness Work Completed

- ✓ **Architectural design**
- ✓ **Potholing**

Current Need

Engage a project manager to support construction drawing development and additional resources to prepare for project launch, contingent on state funding.

- **Estimated Cost: Not to exceed \$250,000**

Funding Request: Approval to utilize reserves for pre-construction readiness costs

Recommendation:

Board approval is requested to allocate up to \$250,000 from reserves to ensure readiness for the CC5 Building Project, positioning the organization for immediate action upon successful award of state funding.

Cascadia Community College Federation of Teachers Local 6191, AFT



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

❖ Meetings

CCCFT Coordinator David Shapiro continues to attend the monthly AFT-Washington CTC Council meetings to connect with fellow Faculty Union leaders from the 34 community and technical colleges in our state. The most recent meeting was 10/5/24, in which a variety of issues were explored, including guidelines from AFT-National on the use of AI in higher education, pay equity for adjunct faculty, preparing for this year's state biennium budget, and updates from AFT-WA locals.

The CCCFT Steering Committee will meet in the next few weeks to plan for the year ahead and work together on behalf of faculty interests and student needs at Cascadia.

CCCFT plans to hold a general membership meeting later in fall quarter. More information to follow.

❖ Support for our WPEA Union siblings

CCCFT supports our Washington Public Employee Association (WPEA) Union siblings in their ongoing contract negotiations with the state of Washington.

We acknowledge that as WPEA President, Amanda Hacker, has pointed out to the Washington Office of Financial Management (letter to OFM Director, Pat Sullivan, October 1, 2024) "If you compare the rate of inflation with the salary adjustments our membership has received in that time, you will clearly see that our members have lost 21.05% in purchasing power since 2000. This means that a member that was employed in the same position in 2000, effectively makes over 20% less today than they did when they accepted their position. "

As fellow union members and colleagues in higher education, CCCFT is in solidarity with WPEA as they continue to bargain for fair wages and equitable working conditions now and in the future.



Report to the Board of Trustees

October 2024

Events & Advocacy Board

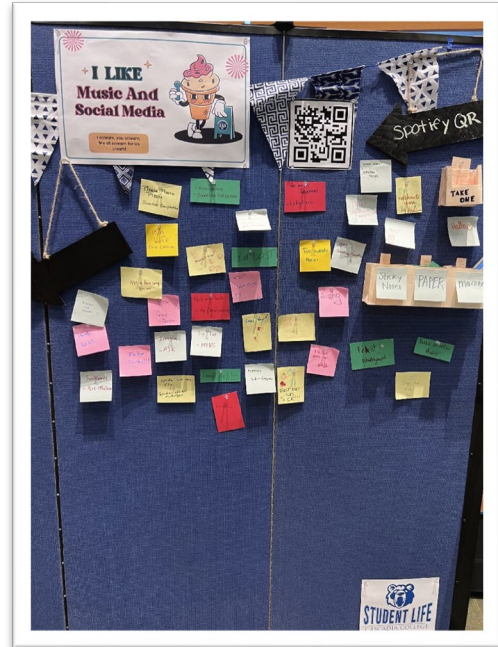
Cascadia College

By Olivia Kent- Horton, Advocacy Chair

Recent Events:

- Ice Cream Social – Sept. 25th
 - This event introduced Cascadia students to the resources at Cascadia on the first day of school, provided free popcorn and ice cream, and hosted a space for students to mingle and meet with each other. We had 380 students attend and received positive feedback during and after the event.





Upcoming Events:

- Fall Involvement Fair October 9th and 10th
 - Cascadia has 8 new and recurring clubs this quarter, for a total of 21 clubs. Most clubs will be at the Involvement Fair, where students will get the chance to explore and meet the clubs at Cascadia and Student Life.
- Spooktacular
 - Spooktacular will be on Thursday, October 31 in the ARC. We are preparing spooky surprises and Halloween fun! There will be snacks, a magician, a movie, a costume contest, and more. This will be a cosponsored event with UWB's Campus Entertainment Board (CEB). Advocacy:

Advocacy:

- EAB is preparing voter education resources and activities for students to get them civically engaged over the next few weeks leading up to the election. We will have passive displays and active tabling engagement opportunities.



Washington Public Employees Association UFCW Local 365

Report to the Board of Trustees Cascadia College

Meeting Date: 10/16/2024

- **WPEA president's office hours:** Every Monday at 12:00 and Thursday at 4:00.
Stay up-to-date with your WPEA President
<https://us06web.zoom.us/j/84804444204?pwd=8WO6oSWkNIEyIBc4bAbIq2im01Jkb4.1>
- **WPEA Higher Education Unity Meetings:** Every Wednesday at 12:00pm & 5:00pm. Different topics, highlights, and news from your Union every week.
<https://us06web.zoom.us/j/81922699344?pwd=dbfzaAvNpLkL4UOGhuS2oseCB3bZiD.1>
- **CBA vote outcome:** Presentation

WASHINGTON PUBLIC EMPLOYEES ASSOCIATION (WPEA) UFCW LOCAL 365

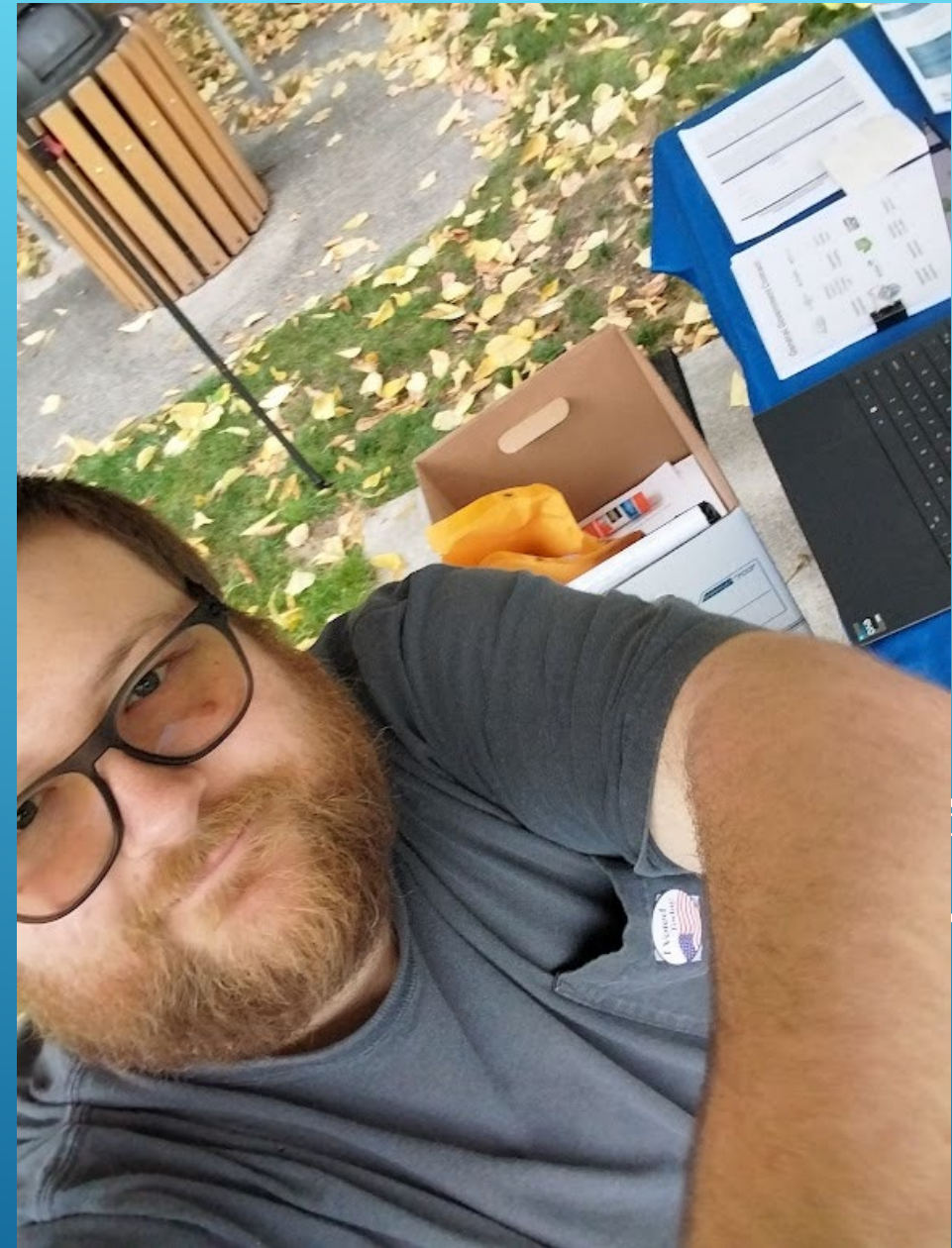
Represents about 5,000 state employees.

Cascadia College classified employees negotiate with a coalition of 13 community colleges under the Higher Education bargaining group.

WHAT IS THE COLLECTIVE BARGAINING AGREEMENT?

- ▶ The CBA is the overall work agreement negotiated between representatives of the WPEA membership and representatives of the 13 colleges in the bargaining group. This covers compensation, working conditions, and more
- ▶ The 13 colleges hire a member of OFM to be the lead negotiator on their behalf, WPEA has a full time staff rep as our lead negotiator
- ▶ This is re-negotiated every 2 years
- ▶ WPEA members vote a simple yes or no to accept the tentative contract that comes out of these negotiations.
- ▶ State law has a deadline of October 1st for contract ratification by WPEA and the colleges can impose a “last best and final” offer.
- ▶ So the colleges present the final contract to membership to vote on

Voting took place in person at 39 locations across the state over 3 days: September 25, 26, 27.



This Year 91% of
members
voted NO

Several thin, white, parallel diagonal lines are positioned on the right side of the slide, extending from the middle towards the bottom right corner.

WHY?

Compensation

This contract offered us a 5% COLA over the next 2 years. Inflation over the last 2 years has been between 3-4%¹. Members have been asked to take an effective pay cut of 1-3%. Again.

Since 2000 we have lost over 21% of our income due to inflation alone²

While experiencing a cost of living crisis in our local area

This is not sustainable



- ▶ This is an equity issue for Cascadia College
 - ▶ SBCTC (exempt) has recommended a raise of 13% for 2025-2026³
 - ▶ Classified were offered less than half, 5%
 - ▶ Faculty have received a raise of about 25% since 2021⁴
 - ▶ Classified received less than half, 10.6%
- ▶ This is a business issue for Cascadia College
 - ▶ According to the state's own data over 29% of the state's employees earned significantly less (25-50% less) than their private counterparts.⁵
 - ▶ Recruitment & Retention '23-'24 (full time)⁶
 - ▶ 21.7% turnover rate for classified
 - ▶ 8.0% turnover rate for exempt
 - ▶ 2.3% turnover rate for faculty
- ▶ This is a student success issue for Cascadia College
 - ▶ Classified Staff work in Enrollment, IS, Finance, Labs, Customer & Student Service, Advising, Payroll, Tutoring, Credentialing, ctcLink, Grants, and more.
- ▶ This is a human issue

WHAT COMES NEXT

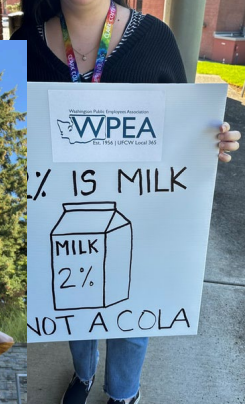
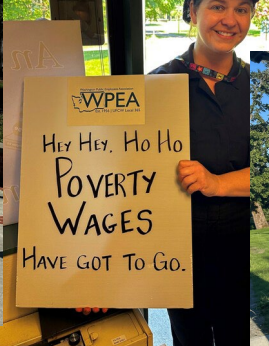
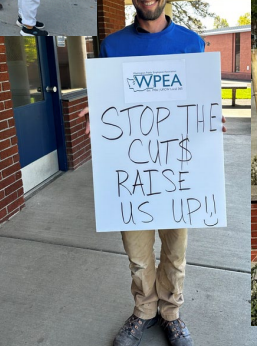
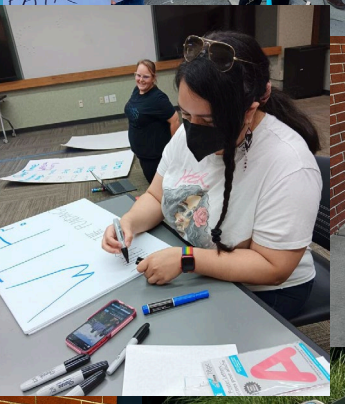
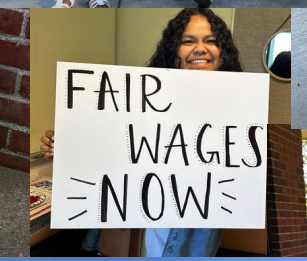
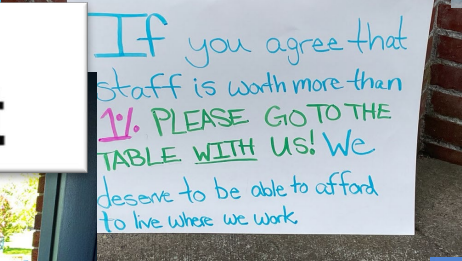
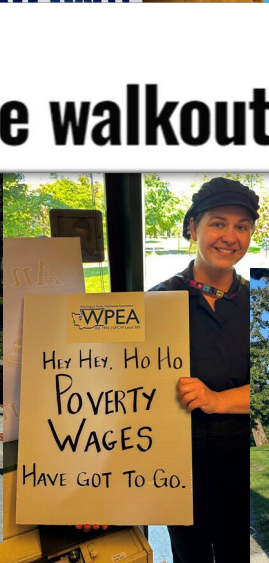
- ▶ Bargaining will continue until a new contract is ratified.
 - ▶ Other bargaining units that rejected this contract
 - ▶ General Government
 - ▶ Highline
 - ▶ House Democratic Staff
 - ▶ Senate Democratic Staff
- ▶ Until then classified employees will work under our 2023-2025 contract.
- ▶ Forfeit the 3% raise offered for 2025
- ▶ Public Awareness
- ▶ Collective Action



LOCAL

the **STAND**

Public employees plan statewide walkout



WHAT CAN YOU DO TO SHOW SUPPORT?

- ▶ Wear blue on Wednesdays
- ▶ Talk to people if you see them picketing
- ▶ Let the governor, OFM, college presidents, and college HR know how you feel about this (see Letter Writing Campaign for contact information)

Actions for Board of Trustees Members

- ▶ Ensure that The Public and Cascadia College's interests are being represented
- ▶ Independent actions Cascadia College can implement (further presentations to come)

- ▶ OFM's misinformation regarding Unfair Labor Practices
 - ▶ RCW 41.80.110 "The expressing of any views, arguments, or opinion, or the dissemination thereof to the public, whether in written, printed, graphic, or visual form, shall not constitute or be evidence of an unfair labor practice under this chapter, if such expression contains no threat of reprisal or force or promise of benefit."⁷
- ▶ OFM has threatened a ULP because of membership's no vote.
- ▶ Director of OFM letter to WPEA president
 - ▶ <https://www.wpea.org/oct1stletter.html>

MISINFORMATION REGARDING THE UNION

1. <https://www.bls.gov/charts/consumer-price-index/consumer-price-index-by-category-line-chart.htm>
2. <https://www.wpea.org/shortsummary2024.html>
3. <https://www.sbctc.edu/resources/documents/about/board/2024-meetings/2024-august/2024-august-business-meeting-packet-complete.pdf>
4. Dave Shapiro, CCCFT President
5. <https://ofm.wa.gov/state-human-resources/compensation-job-classes/compensation-administration/state-salary-survey>
6. Human Resources Cascadia College
7. <https://app.leg.wa.gov/RCW/default.aspx?cite=41.80.110>

WPEA Bargaining updates: <https://www.wpea.org/2024bargaining.html>

Put together for the benefit of WPEA membership, but still useful for all:

Call the Governor: <https://www.wpea.org/callthegovernor.html>

Letter Writing Campaign: <https://www.wpea.org/2024bargainingletter.html>

Pictures for showing bargaining support: <https://www.wpea.org/2024support.html>

SOURCES & LINKS

Thank You