



CASCADIA COLLEGE BOARD OF TRUSTEES

Wednesday, January 15, 2025



January 8, 2025

Dear Trustees and Community Members:

It's been a while! October was our last large public meeting, followed by a November wind storm, followed by a couple of intimate executive sessions.

The campus ended fall quarter well. We had record enrollment and we look forward to seeing what our retention rates will look like in winter. One highlight last quarter was the Student Scholarship Reception where we introduced scholarship recipients to their donors. It was a powerful and fun event.

It was great to connect with each of our city councils, chambers, and school districts last quarter as we delivered the State of the College address in each of those places. There a couple more to wrap up this quarter in Woodinville and Kirkland.

We have pulled forward the November agenda items from the cancelled meeting and this month we'll have a lot of policy approval. Winter will also bring our tenure-approval work as well as the beginning of the budget cycle.

I look forward to seeing you at the meeting.

Eric Murray
College President

President's Activities since we last met:

Campus

- Foundation Board meeting (x3)
- Foundation Student Scholarship Reception
- Foundation donor meetings (x2)
- Foundation donor dinner, Eric's House
- Title IX Training (first 20 hours of 40 required)
- College Advisory Council (x3)
- Deans & Directors meeting (x2)
- New Employee Coffee for Three (x2, 4 employees)
- EAB Chair (x2)
- Labor Management Committee
- Fall DIA
- Budget Council
- Annual Student Cooking Show

Community / State

- Leadership Eastside (x5)
- State of the College Presentation: Duval City Council, Northshore School District, Redmond City Council, Woodinville Chamber of Commerce, Kirkland City Council
- WACTC Weekly Calls (x4)
- WACTC Monthly Meeting

- WACTC Capital Review in Olympia
- Kirkland Chamber Event: State of LWSD
- Northshore School District Superintendent, Quarterly Meeting
- Michele Evans, Woodinville City Council
- Dr. Ettore Palazzo, CEO Evergreen Health
- Dr. Jack Kahn, President of Shoreline College
- Dr. Amy Morrison, President of LWIT
- Kyle Stannert, City Manager Bothell
- Salmon Tales, Fundraiser for Salish School of Spokane
- President's Community Advisory Council

UWB

- Monthly meetings (x2)
- UW Emergency Management Exercise
- Co-Hosted LGBTQ+ Leaders in Higher Education Conference

From the Vice President for Administrative Services, Sean Poellnitz:

NOVEMBER 2024

COMPLIANCE

October focused on enhancing our Title IX framework at Cascadia College. The Title IX webpage was updated for better accessibility, featuring clear guidance on reporting, resources, and policies. Comprehensive Title IX training for all staff begins this month to reinforce responsibilities, mandatory reporting, and our commitment to safety and equity. We also established collaborations with other colleges' Title IX teams and strengthened communication with the University of Washington Bothell's Title IX Coordinator.

FACILITIES

October was busy with classroom updates, including converting four computer classrooms to general-use spaces and re-establishing two conference rooms. The events team managed over 11 gatherings, notably hosting the WACTC Presidents Council and the LGBTQ+ President's Annual Leadership Conference. Following recent funding approval, the search for a project manager for the CC5 Gateway Building began.

FINANCE

Our Finance team welcomed new staff member Mong-Linh Nguy, Fiscal Technician II, to the AP team. We are focusing on the CTCLink bank reconciliation, tackling 1,800 outstanding items dating back to the system conversion—a crucial step to ensure audit accuracy.

HUMAN RESOURCES

October's HR efforts centered on recruitment, staff development, and equitable hiring. Annual performance reviews were completed, and professional development requests for the fall were processed. We welcomed five new hires, with 11 roles actively recruiting and 13 more in progress. Open enrollment for benefits was launched, and HR presented on search committee training and inclusive hiring at Cascadia's Day of Inquiry and Assembly.

INFORMATION TECHNOLOGY SERVICES

The ITS team presented at DIA on cybersecurity and tools like Teams, SharePoint, and OneDrive, with excellent engagement. So far this quarter, 153 students have borrowed laptops, an increase from 118 in the previous fall, demonstrating strong demand for IT resources.

JANUARY 2025

COMPLIANCE

Enhanced Collaboration for Title IX Student Support: Compliance facilitated a tabletop discussion with Cascadia's Student Support Services, the Violence Prevention & Advocacy Office, and the University of Washington Bothell Title IX team. This collaboration aims to improve coordination in responding to sensitive student support cases involving safety concerns.

FACILITIES

Classroom Conversion Completed: Facilities partnered with the Student Learning team and ITS to convert three computer labs into standard lecture spaces. Surplus desks have been successfully removed to optimize the spaces.

Progress on Minor Works Projects: Contractors completed site visits, and bids were received for the lower-level vista remodel and the E&I Center doors. Additionally, the biology lab remodel is scheduled to begin in January, with all projects slated for January commencement.

HUMAN RESOURCES

Advancing Recruitment and Development: The HR team continues to make strides in recruitment, professional development, and compliance training while supporting leadership development and addressing operational needs in partnership with Administrative Services.

Successful Open Enrollment: Open enrollment has concluded, and benefits updates are being finalized to ensure a seamless transition into January 2025.

INFORMATION TECHNOLOGY SERVICES

Campus Printing Upgrades: Under the leadership of Tonio Shimono, all campus Xerox printers and copiers have been upgraded to the latest technology, enhancing efficiency and functionality.

PAYROLL

2024 Payroll and W-2 Completion: Payroll successfully completed the final 2024 payroll with a pay date of 12/24/24. W-2s for 2024 will be available through ctcLink and mailed to individuals without electronic-only preferences by January 31, 2025.

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

NOVEMBER 2024

We are working to adjust to a new administration and what this may mean for the Office of Equity & Inclusion. We will continue our efforts to support our campus and community partners.

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

- Dia de Muertos
- First Generation Day
- Veterans Day
- Trans Awareness Week
- International Day for Tolerance
- Transgender Day of Remembrance
- International Day for the Elimination of Violence Against Women
- Thanksgiving
- Native American Heritage Day

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 Diane Fruit, Samantha Penjaraenwatana, Ericka Morales, and Dr. Chantal Carrancho. It is so wonderful to work with our campus partners!

Cascadia Scholars – All of our new Cascadia Scholars are now 'onboard' and we have a total of 100 Scholars! In addition, we are excited to offer the following:

- Cascadia Scholars Orientation – We are offering two orientations on the month of November to accommodate the number of new Scholars. We will welcome new Scholars and review expectations and Scholars resources. Some students will also be able to meet their mentors.
- The November Speakers Series will feature Erin Price, Cascadia College Foundation Board member. We are very excited to have Erin join us to talk about her work at Microsoft.
- Finally, we will present a Cascadia Scholars Transfer Workshop

JANUARY 2025

- Renovations are happening in the Diversity & Equity Center.
 - The biggest change will be to the entrance doors to the Center. Doors similar to Mobius Hall will be installed over the winter term. This change will allow the doors to be open during business hours – creating a more 'welcoming environment.' The Center has a completely different look when the doors are open and replacing the current doors (which cannot be left open) with a sliding door option will be quite beneficial.
 - The second change will be an update to the paint. The entire Center will get updated, brighter, paint which will bring more light into this valuable space.
- As a result of this coming renovation, the Diversity & Equity Center (CC1-002) location will be closed from January to June. The Center will temporarily relocate to the CC1-011 classroom directly across from the Scholars Office.
 - Ana Nina, Director of E&I Programs will also relocate to the Cascadia Scholars office for the winter term.

We will also offer the following in the month of January:

- January 7 and 8: Eat Dessert First!
- January 14: Impostor Syndrome Workshop with Briana Quintanilla
- January 22: MLK Service-a-thon in collaboration with the Kodiak Cave

- January 28: Hungry to Learn, documentary screening and student resource fair in collaboration with Accessibility and Student Services.

We are very excited about these updates and will share updates throughout the journey.

Cascadia Scholars Office –

- We are currently serving 100 Scholars and all have been assigned a mentor. We continue to appreciate and value the time each mentor provides to support our students.
- Our textbook and supplies resources program is going quite well and we are currently accepting donations.

We will also offer the following in the month of January:

- January 14: Impostor Syndrome, conversation with Briana Quintanilla
- January 21: Transfer workshop
- January 28 and 29: Scholars Open House

Affinity Groups - Our affinity groups continue to grow and we are excited to start this winter term with six groups and encourage anyone wanting to start a group to contact the Office of Equity & Inclusion. Our current groups are:

- Asian and Pacific Islanders Affinity Group
- Community Against Patriarchy (CAP) Affinity Group
- Accessibility and Mental Health Affinity Group
- LGBTQ+ Affinity Group
- Employees Providing Elder Care
- Global Women's Solidarity Affinity Group

The Office of Equity & Inclusion continues to work to support faculty, student, students, and our community partners. Feel free to contact us if there are any questions, or concerns.

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

NOVEMBER 2024

- Natural Science: Our STEM Transfer Partnership with UWB has been broadened beyond Engineering to include more STEM fields as CCRI has secured funding for STEM Transfer 2.0.
- This fall, the Teaching and Learning Academy is wrapping up a reading circle on *Teaching with AI*. Several AI workshops during the DIA in Fall.
- Assessment:
 - Began preparations for and training in Watermark Assessment software to streamline the rating of student work by faculty, the analysis of data, and its presentation.
 - Followed up with faculty on Student Learning Outcome findings with an “Integrate” workshop
- Celebration of Learning last week of quarter—specific offerings will be published
- Humanities, Social Science, and other faculty who teach our Equity, Diversity, and Power courses met to review how we can further serve our students and support the faculty in these critical courses.
- Veronica Corral (Enroll Services), Megan Luce (Math Faculty) and Kris Panton (Advising) participated in a two-day Math Summit at Everett College Nov. 7 and 8 that reviewed data on the most/least effective strategies for math placement to ensure students are able to successfully complete their college level math goals.

JANUARY 2025

Faculty Highlights

Mathematics

In December, Megan Luce (faculty), Linda Richard (faculty) and Erik Tingelstad (Dean) submitted a grant request to the SBCTC for co-requisite math support. If approved, the request would give the college an opportunity to work with Almy Education, a respected consulting firm, for the purpose of developing a plan for co-requisite math. Co-requisite math, an important aspect of the Guided Pathways initiative, would change our existing approach to pre-college/developmental math while boosting student success rates. Work with the consultant would take place over winter and spring quarter and would result in a detailed plan for the implementation of co-requisite math at a scale appropriate for Cascadia within a two-year period, addressing factors such as scheduling, advising, registration, curriculum adjustments, faculty professional development, evaluation of the implementation, and data analysis.

Sabbaticals

We have several faculty who are continuing winter quarter including Kathy Brown (1/3 sabbatical reassign), Azizeh Farajallah, and Erin Richards. Jessica Ketcham begins her sabbatical for winter quarter.

Student Learning

STEM Transfer Partnership 2.0

Cascadia and UWB have been accepted into the second iteration of the STP 2.0 grant from CCRI (Community College Research Initiatives) as transfer partners. This version broadens our previous work from engineering to all of STEM. Cascadia participants now include professors Sadie Rosenthal-Biology, Azizeh Farajallah-Chemistry, and Fernanda Bononi-Chemistry; staff Michael Horn-Dir. of Institutional Effectiveness, Mike Fong and Asst. Director of Natural Science Labs; as well as Kristen Buck-Career and Transfer Advisor, Srividhya Venkatraman-professor Mathematics, Chris Byrne-professor Physics, Kimia Ghanbeigi-professor Engineering & Physics; and Dean Kristina Young. This year we will identify at least one student in STEM from Cascadia and one from UWB to provide voice and guidance in removing transfer barriers and fostering success for low-income students in STEM fields.

Sustainability and IT collaboration

Recycling bins with programmable screens that were recently acquired by UWB have provided an interesting applied learning opportunity for Cascadia’s sustainability and IT students. The bins had been delivered

unprogrammed and the manufacturer had unfortunately gone out of business. Enter Stephan Classen, Asst. Director of Sustainable Practices; he was able to connect with Mike Panitz (Comp. Science faculty), together they identified several students who were able to implement some basic programming and make the screens functional. The bins will be put into use Winter quarter and will be located in Innovation Hall.

From the Vice President for Student Success Services, Erin Blakeney

NOVEMBER 2024

Enrollment Management

- **Outreach & Admissions**

- The O&A team is officially moved to their new office space in CC2-160, creating a “New Student Welcome Center” space for our prospective & new students.
- Our 3 new Student Ambassadors are officially onboarded!
- Events attended in October:
 - High School and Beyond Family Night at Henry M Jackson HS (42 students).
 - High School and Beyond Night at Lake Stevens HS. (54 prospective students).
 - Teen Resource Center Event at Redmond Library. Connected with approximately 14 prospective students and community partners. This was the first event of its kind. We are excited to see this event grow.
 - Redmond High School College Fair. Connected with approximately 30 prospective students.

International Programs

- **Marketing, Recruitment, & Admissions**

- The marketing team has concluded most of the fall recruitment trips for 2024-25. The number of Winter 25 applications is on the rise, particularly from Vietnam and Kyrgyzstan.

- **Intl Advising & Study Abroad**

- The advising team piloted College 101 workshop to train first year college students on general education requirements and STAQ assignments.
- ISA led a day trip to a local pumpkin patch (19 students) and an art-and-crafts Halloween activity (35 students) on campus in October.

Student Accessibility Services (SAS) & CARE Team

- SAS registered 20 new students in October, which includes meeting to determine accommodations and resources. Overall, 114 students are utilizing services this term.
- SAS staff presented at a 504 training for HS teachers in the Northshore School District. This allowed SAS staff to discuss the accommodation process at Cascadia and how it can differ from high school. We also discussed ways our department can help students with 504 plans transition to Cascadia if there are on a college pathway.
- The CARE Team has received 52 reports since the start of the quarter. Most students need resources related to financial insecurity, while others need resources around mental health and academic support.

Student Life

- Student club engagement has continued to grow. As of November 12, there are 25 recognized clubs. The newest clubs include: Chinese Communication Club, Latinx Club, Kodiak + Husky Ultimate Frisbee Club and SKY Campus Happiness Club (chapter of a national organization).
- The Kodiak Cave is continuing to see significant increases in student usage. As of November 4, students have made 143 shopping trips this quarter compared to 101 trips at this point of FQ23 (41.5% increase).
- The Kodiak Cave's first in person event will be held Tuesday, November 12. It will include a showing of the movie Ratatouille and make-your-own meal kit of Potato Leek Soup, a soup highlighted in the movie.

JANUARY 2025

Enrollment Management

Outreach & Admissions:

- Collaborated with UWB for UW Family College Night to inform prospective students about community college and university options post high school. Introduced 31 attendees to community college and Cascadia offerings.
- Tabled at Crow Watch and connected with 24 attendees

- Participated in Career and College day at Sultan High School. Connected with 115 students about opportunities at Cascadia.
- Hosted 6 CORE sessions for 21 new, first-year students

International Programs

- Assistant Director of Intl Marketing is traveling to Spain to attend the networking conference.
- IP hosted the Winter quarter 25 orientation and welcomed 16 new students from China, Kyrgyzstan, Nepal, Taiwan, Turkey, Turkmenistan, and Vietnam.
- Cascadia's SEVIS recertification application was submitted to the Department of Homeland Security for the biennial review.

Student Accessibility Services (SAS)

- 56 students met with SAS to take part in Access Meetings this quarter. Access Meetings are where students meet with SAS staff and go through an interactive process to determine accommodations. This was a 47% increase from Fall 2023! Overall SAS had 123 students request accommodations through their office during the fall quarter.
- This past month we had Jasmin Means join our Team. Jasmin is our new Assistant Director of Title IX Support and Student Accessibility Services. While supporting students through the Title IX process Jasmin will also be working one-on-one with students with students for Assistive Technology training. SAS has been wanting to expand their Assistive Technology services and with the addition of Jasmin to the team, they'll be able to accomplish this.
- The Emergency Grant program has experienced a high volume of demand this academic year. As a result, the program has spent \$69,000 of available funding and will need to make changes to preserve funding. Starting in the Winter 2025 quarter, award funding has to be reduced. Students who apply may receive less funding than they had in previous quarters. Students are still strongly encouraged to apply and if they can't be awarded the full amount, our Basic Needs Navigator will help students explore other possible resources.

Student Life

- 25 clubs recognized in Fall Quarter who hosted 20 events attended by almost 200 students
- EAB hosted 8 events throughout the quarter attended by 3,660 students!
- Kodiak Cave hosted 312 total shopping trips, an 18.2% increase in shopping trips from Fall 2023
 - Usage demographics (141 students):
 - 50% international students
 - 21% Running Start
 - 52% First Generation college students

From the Executive Director of the Foundation: Brittany Caldwell

NOVEMBER 2024

SCHOLARSHIP RECEPTION - OCT 30, 2024



Thank you to everyone who joined us at the Cascadia College Foundation Scholarship Reception on Oct 30, 2024!

The presence of our community made this event truly special, as we came together to celebrate our 2023-2024 scholarship recipients and the generosity of our supporters. This first-time event included over 90 registered guests, including 38 scholarship recipients.

Our student stories continue to demonstrate that Cascadia College is a special place, dedicated to supporting every student.

As one student shared in her speech – “Over a year ago, I contacted Joanna Muir in the Workforce department at Cascadia, overwhelmed by the number of hours I was working as a Residential Specialist and Data Coordinator for two very distinct Housing and Resource programs in the city of Seattle. The question I posed was, ‘How am I going to be able to afford college again’, in which she responded, ‘I will help you navigate the resources available, let’s just get you started.’” And that was the beginning of Chantier’ enrolling at Cascadia, finding her passion for cybersecurity, and receiving the 2024 Richard E. Dakin Award for Cybersecurity Scholars.

To our donors, guests, volunteers, and all who made this night possible — THANK YOU!



Check out [photos from the event here](#).



SAVE THE DATE: CASCADIA COLLEGE 25TH ANNIVERSARY CELEBRATION – FEB 26, 2025 FROM 4-6PM

JANUARY 2025

SPRING SCHOLARSHIP CYCLE

We are kicking off the Foundation's spring scholarship cycle. As the larger of our two cycles, we are offering more than 35 awards – worth nearly \$85,000 – bringing our total from our general application cycles to more than \$115,000 for this year. This cycle's application window will run from Monday, January 13 through Friday, March 7. Scholarship funds from this cycle will be available for the 2025-26 academic year.

Foundation Scholarships.

Our Newest Scholarships:

Northshore Rotary Full-ride Scholarships

Established by the Rotary Club of Northshore to support three students each year seeking careers in business, nonprofits, and emergency response fields.

PSE Foundation Powerful Scholars Awards

Established by the Puget Sound Energy Foundation to support two First Generation students pursuing a STEM degree – especially in energy/natural gas fields.

Rourke Family Annual Scholarship

Established by Deby Rourke, Foundation Board member, and her family to support students who started their college journey a couple years after completing high school.

DK Sather Memorial Scholarship

Established by Bothell-based businessperson, Katrina Sather and her husband Daniel, to support business degree students with financial need who have a keen interest in entrepreneurship.

SAVE THE DATE TO CELEBRATE!

Presented by the Cascadia College Foundation



Join us as we celebrate **Cascadia College's 25th Anniversary!**

Come together with staff, faculty, students, alumni, and community members for an evening of memories, connections, and festivities honoring 25 years of innovation and excellence. Enjoy light refreshments and special guest speakers as we celebrate our past and look towards the future.

We look forward to celebrating with you!

[View Event Details.](#)

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

JANUARY 2025

Staffing:

In terms of staffing, it's been a busy couple of months. Collectively, these hires mean that the department has nearly doubled its staff hours and will be able to broaden its scope beyond just the absolutely essential tasks.

- We identified a boutique marketing team, Segal Communications, out of San Francisco to serve as our social media manager. They plan to their second office in Seattle this calendar year.
- We hired a PT student who began as a content creator for social media on January 6.
- We hired a FT Associate Director for Communications & Marketing who began on January 1.

Social Media:

- Analytics for all social media channels soared during the month of November (for instance, Facebook engagements went up by 80% and Instagram engagements up by 102%) before dropping during December. The decline over the holidays was expected but overall the numbers indicate that our posts are resonating with our desired audiences.
- Half of the posts during November and December were designed to drive prospective students to register for winter and spring quarter classes. While it's difficult to measure the impact of social media views/engagements on enrollment, it's safe to say that they played a role in the 24% gain for winter quarter.

Website:

It's been over 8 months since the launch of our redesign and we have been making improvements at the page level (the high school [high school programs](#) section was re-worked to help audiences better understand the options and processes) and at the development level to improve user experience (page speed, mobile responsiveness, navigation).

We have also been tracking analytics to determine patterns.

- Between December 5 – January 1, our top five pages were Home, ctclink, Academic Programs, Get Started, and Search. We might infer that prospective students were looking at our academic programs, checking out the application process (Get Started) and then registering (ctclink).

Public Information:

Our emergency communications got a work out during the PIO flurry of activity during the atmospheric river phenomenon. It gave us an opportunity to us all of our communication channels and figure out where we might be able to improve for future events.



Board of Trustees Meeting Agenda

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

Executive Session & Regular Meeting
Wednesday, January 15, 2025
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, January 15, 2025
4:00 p.m.**

AGENDA

1. EXECUTIVE SESSION

The Board will meet in a 15-minute Executive Session to discuss number 2 below and/or any of the issues listed below:

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

2. PUBLIC MEETING CALL TO ORDER (4:15pm)

3. CONSENT AGENDA

A) Meeting Agenda

4. 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.

5. NEW EMPLOYEES/PROMOTIONS

- A) Introduction of Shahryar Qadri
- B) Introduction of new employees

6. INFORMATION ITEMS - None

7. DISCUSSION & PRESENTATION ITEMS

- A) Mission Fulfillment Moment (KL)
- B) Safety & Security Update (SP)
- C) Year-in-Review: Student Learning (KL)
- D) Year-in-Review: Student Success (EB)

8. ACTION ITEMS

- A) 2024 Policy Review
- B) Student Code of Conduct Rules Adoption
- C) Keep Washington Working Act Implementation Policy
- D) Artificial Intelligence Policy
- E) President's Contract

9. 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

10. OTHER BUSINESS OR ANNOUNCEMENTS

11. NEXT MEETING

The next regularly scheduled Board meeting is Wednesday February 19, 2025.

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.

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:

Mong-Linh Nguy, Fiscal Technician 2

My name is Mong-Linh Nguy and was recently hired on as a Fiscal Technician. Back in 2022, I graduated with two associates degrees and two certificates in accounting from Renton Technical College. I have experience in accounts receivable & general accounting and enjoy doing math within Excel while performing accounting tasks. I'm excited to be here at Cascadia and look forward to supporting our team. In my spare time I love to go hiking, explore nature, and go on adventures. Someday, I would like to travel the world with my family and my love.

Zarea Lavalais, Outreach & Admissions Specialist

Zarea is an enthusiastic Outreach and Admission Specialist with a BA in Anthropology and a minor in Psychology. Currently pursuing an M.S. in Organizational Leadership at Eastern Washington University, she is deeply passionate about connecting prospective students with the educational opportunities that can change their lives. Zarea loves organizing events, providing resources, and offering personalized academic guidance to help students confidently navigate their educational journeys. Outside of work, Zarea enjoys running on local trails, and volunteering throughout Washington state. Her commitment to making a positive impact drives her outreach efforts, and she looks forward to welcoming high schoolers, adult learners, and returning students into this vibrant educational community.

Archana Rajappachetty, HR Generalist

Archana joins us with extensive HR experience, having worked in both tech and non-tech industries. She completed her HR Management course at UC Berkeley Extension and is passionate about building connections, fostering relationships, and supporting others in their career journeys. Outside of work, Archana enjoys traveling and spending time with her family, and she's looking forward to meeting and working with all of you.

Jasmin Means, Assistant Director of Title IX Support & Student Accessibility Services

Jasmin will be supporting students through the Title IX process, leading prevention initiatives, and deliver Assistive Technology trainings to students.

Jasmin was born and raised in New Orleans, Louisiana, and relocated to Washington State following Hurricane Katrina. Having spent equal parts of her life in both states, she proudly considers Washington her second home. Jasmin holds a Master's degree in Public Health with a specialization in Violence Prevention from Tulane University and earned her undergraduate degree from Central Washington University.

Professionally, Jasmin has contributed to the Eastside Legal Assistance Program (ELAP) as the Violence Prevention Legal Specialist, serving as the first point of contact for survivors of domestic and sexual violence. Beyond her career, Jasmin is a devoted mother to an energetic toddler and a dedicated member of Sigma Gamma Rho Sorority, Incorporated, where she serves as the Social Action Chair. She also mentors youth as the Rhoer and Rhosebud Advisor, supporting children with resources and guidance for holistic well-being.

A fun fact about Jasmin, at just nine years old, she was featured on Reading Rainbow after writing a book. This is a testament to her love for storytelling.

Diane Wright, Assistant Director of Marketing & Communications

Diane Wright is joining the Marketing & Communications team as Associate Director (12-month contract). As she transitions her career from a decade working as a classroom teacher and an administrator in public and private elementary schools, she brings with her experience ranging from managing people and projects to leading and working in collaborative teams. Add to that: writing, social media, public speaking, and more.

She earned her B.A. Degree in English at Seattle University and her M.A. in Teaching at University of Puget Sound, where she was honored with a writing excellence award for her graduate thesis titled, *Intersections of Identity and Cultural Competency: A White Teacher in a Tribal School*.

Diane, who grew up in Prosser, WA, enjoys working with kids, tracking national politics, going to concerts, and traveling. Her Spanish language skills fall somewhere north of conversational.

The following employees were promoted since the last Board meeting:

Miles Alexander, Assistant Director of Facilities

Miles has been working in an interim roll as the Director of Facilities & Capital Projects for the past 6 months and has officially become the Assistant Director of Facilities and Capital Projects.

Miles joined Cascadia after spending over 15 years in the hospitality industry. His time in the hospitality industry took him on a journey from being a line cook to Chief Engineer to eventually Assist General Manager. Miles brings a skill set to facilities that includes Accounts Payable and payroll processing, budgeting, project management on small construction projects, building maintenance and management as well as an overall a customer service mindset.

Miles and his wife Nicole have two children, Malen and Emma Lynn. Miles enjoys going to hockey games and watching sports with his son and watching Disney movies with Emma.

He also enjoys traveling to new places, meeting new people and trying new restaurants with his family. Miles is a history buff and enjoys sharing random facts about history or even in general.

Gina Moore, Instruction & Classroom Support Technician 3 – Chemistry (Cyclic)

We are excited to announce that Gina Moore will be stepping into her new role at Cascadia as an Instructional Classroom Support Technician III for Chemistry. In this position, she will continue her invaluable work supporting both faculty and students with chemistry lab experiments throughout the quarter.

Originally from San Diego, California, Gina's journey has taken her from a post-doc position in Dallas, Texas, to settling in Washington State after marrying her husband of 21 years.

Gina earned her Ph.D. in molecular genetics through a joint program at San Diego State University and UC San Diego. After completing her third postdoctoral position, she took a creative turn and successfully

ran her own social media business for 16 years. She has since returned to academia, bringing a wealth of diverse experience to her role at Cascadia College.

Outside of her professional life, Gina is an active member of Alpha Kappa Alpha Sorority, Incorporated, and a passionate Star Wars fan. She has even organized three fan tables at Star Wars comic-cons, attracting over 200,000 attendees! If you ever have any Star Wars-related questions, Gina is definitely your go-to expert.

Please join us in welcoming Gina to her new role! We're excited to have her on board and look forward to the great work she'll continue to do here at Cascadia.

Cascadia College Board of Trustees
Discussion Item 7.A

Subject: Mission Fulfillment Moment: 2024-2025 Strategic Plan

Justification:

The Effectiveness Framework positions us for success with our year-7 NWCCU accreditation review.

Background:

In response to NWCCU's standard 1, we created a new strategic planning process that allows us to articulate meaningful strategic objectives, initiatives, and report on results. We have adopted an annual strategic plan (a working plan) that overviews work and outcomes. With oversight from the Student Success Council, the framework demonstrates our data-driven, systematic work driving us towards mission fulfillment using data to improve learning, achievement, close equity gaps, and support resource decisions.

Discussion:

This month we are providing an overview of the 2024-2025 strategic plan.
Dr. Kerry Levett and Dr. Michael Horn will be available to answer questions.

Related Documents:

- Discussion Item 7.A.1: 2024-2025 Strategic Plan (slide deck)



We are the community's college

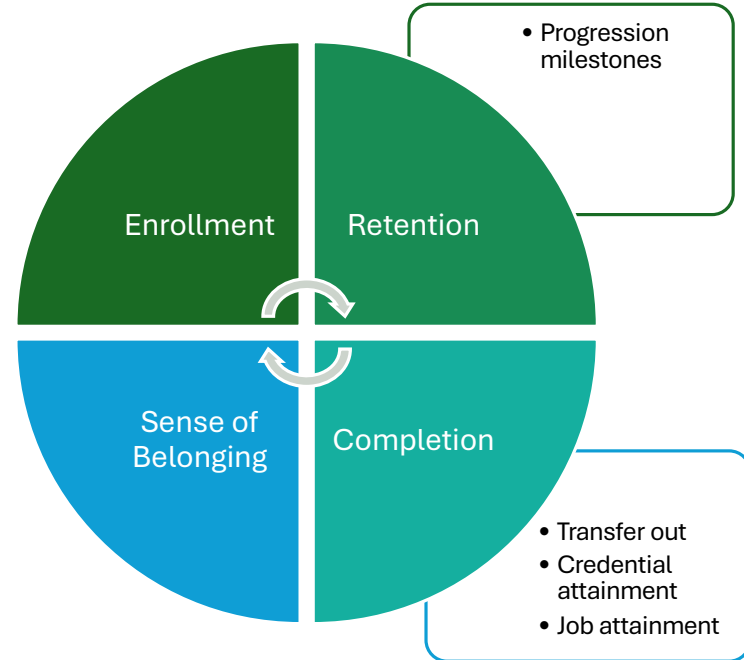
Strategic Initiatives 2024-2025

November 2024

Our mission



We are the community's college.
We deliver accessible,
equitable, and superior
educational experiences to
inspire every person to achieve
their educational and career
goals.



Status Definitions for Initiatives

- **Definitions of Strategies:** These are initiatives, actions, or programs that were initiated in previous years and are either completed or now considered operationalized, as part of our regular practice.
 - **Strategic initiatives** – is an initiative that is designed to be change oriented, impacting our mission outcomes. Initiatives including in the 2023-2025 years are labeled as “**new**” or “**continued**”
 - **Operational initiatives**– are previous strategic initiatives that have transitioned to bring about change to regular operations that continue to impact our mission outcomes.
- **New:** These are initiatives, actions, or programs that were identified as what matters most to positively influence our mission metrics for this coming year.
- **Continued:** These are initiatives, actions, or programs that were initiated in previous year and were not completed due to specific reason (noted in the plan) and continued for this year.

Strategic Initiatives 2024-2025

MISSION DOMAINS	INITIATIVES DRIVING MISSION METRICS	DRIVING WHICH METRICS	STATUS:	LEADS
Access	Start Right: Student Recruitment plan	Enrollment Sense of Belonging	Continued	Veronica
Access	Start Right: Student onboarding	Enrollment Sense of Belonging	New	Dr. Chantal Carrancho
Access Equity	Start Right: Improving student placement in math & English	Enrollment Completion	Continued	
Access Equity	Start Right/Finish Strong: Community partnerships with K-12 and Transfer Partners	Enrollment Sense of Belonging	Continued	Dr. Kerry Levett Kristina Young
Access Equity	Broadening Accessibility for All	Enrollment Retention Completion Sense of Belonging	New	VPs
Equity	E&I Pulse: Re-engaging the community	Sense of belonging Retention	New	Chari Davenport
Superior Education	Implement pathway/program continuous improvement	Retention Completion	Continued	Tori Saneda
Superior Education	Remove barriers to completion and transfer for Engineering students	Enrollment Retention Completion	Continued	Kristina Young

Access Operational Initiatives 2024-2025

INITIATIVES DRIVING MISSION METRICS	DRIVING WHICH METRICS	LEADS
Intrusive Culturally relevant Advising	Enrollment Retention Completion Sense of Belonging	Gordon Dutrisac
Expanding new access points: Redmond, UWB, academic programs	Enrollment	Dr. Kerry Levett Erin Blakeney
New Website: Maturing	Enrollment Sense of Belonging	Meagan Walker
Maturing Student Communications with EAB tools (Recruit, Navigate)		Veronica Gordan Dutrisac

Equity Operational Initiatives 2024-2025

INITIATIVES DRIVING MISSION METRICS	DRIVING WHICH METRICS	LEADS
E&I Foundations	Sense of Belonging	Dr. Kerry Levett Kristina Young
Expand High School Students of Color/Social Justice Conferences	Enrollment Sense of Belonging	Chari Davenport
Cascadia Scholars	Enrollment Retention Completion Sense of Belonging	Ana Nina
Expand AIS program	Enrollment Retention Completion Sense of Belonging	Dr. Victor Begay

Superior Education Operational Initiatives 2024-2025

INITIATIVES DRIVING MISSION METRICS	DRIVING WHICH METRICS	LEADS
Nurture the Satisfactory Academic Progress	Retention	Gordon Dutrasic



Connecting Governance to Mission Fulfillment



The Cascadia Board of Trustees

- provide oversight and guidance on mission fulfillment including strategic planning and resource allocation
- approves the annual strategic plan and budget
- Planning Sub-committee works directly with the Accreditation Liaison Officer and the Director of Institutional Effectiveness providing direction and guidance in planning and resources.



The Student Success Council (SSC)

- responsible for general operational oversight of mission fulfillment.
- responsible for providing guidance on the College's Guided Pathways strategic work, including state allocated budget oversight
- Continuous Improvement through sub-committees.



The Equity & Inclusion Council (EIC)

- responsible for providing recommendations to Eteam on new spending requests for strategic initiatives without grant, state allocation, or other funding.

24-25 Mission Fulfillment Calendar

MONTH	BOT TOPIC	SSC TOPIC	SSC MEETING
NOV	Strategic Initiative Action Plans for 2024-25 Redmond update	Strategic Action Initiative plans *	Nov 19
DEC	None	Effectiveness Framework metrics and data * #	Dec 10
JAN	Who's Not: pathway selection and retention	AOI-subplans, assessing effectiveness; equity gaps * Innovation Grant process launched Review New Strategic Initiative development proposals due	Jan 21
FEB	Who's Not Successful: Transfer Mid-year initiative update	Effectiveness data on progression, transfer, completion; equity gaps # Innovation Grants reviewed and approved	Feb 18
MAR	Who's Not Successful: CCF transition into a credential program	Recommendations to E-Team for budget process	Mar 18
APR	TBD	Service Area plans *	Apr 15
MAY	Who's Not Successful: English and Math placement	Update on Student Learning assessment and improvement plans * #	May 20
JUN	Who's Not Successful: HUSOC, Scholars, Belonging	TBD	Jun 10

* Understand plans and offer suggestions based on standards.

Review of effectiveness data

Cascadia College Board of Trustees

Discussion Item 7.B

Subject: Safety & Security

Justification:

An annual Safety and Security review has been established to help keep the Trustees informed on key annual safety and security activities for 2024, related committees and working group efforts, and key wins and initiatives underway for 2024.

Discussion:

Vice President Sean Poellnitz will present the annual Safety & Security review. Cham Kao, Senior Director of Campus Safety, Planning & Administration will also attend to do an interactive presentation.

Campus Safety & Security – Annual Review 2024

Proactive Safety & Enhanced Response

Commitment to Proactive Safety:

- Cascadia is committed to ongoing campus safety improvements through regular training, enhanced preparedness, and rigorous response protocols.
- Proactive safety measures prioritize regulatory compliance and foster a culture of safety for students, faculty, and staff.

Enhanced Response Capabilities:

- Cascadia's collaborative emergency preparedness efforts with UWB equip both campuses with the tools and strategies needed for a unified response to potential incidents.
- These initiatives build confidence and assurance within the campus community, reinforcing the commitment to a safe learning environment

Philosophy & Partnerships with UWB

Philosophy:

The campus embraces a community-friendly safety approach focused on prevention, visibility, and positive conflict resolution.

- The Campus Safety Department provides preventative patrols, 24/7 access, and safety awareness programs to create a secure environment.
- Emphasis on collaboration with local partners such as UWB, Bothell Police, fire departments, and medical agencies, reinforcing safety through joint efforts.

Partnerships with UWB:

Cascadia College shares safety resources with UW Bothell, with a joint Campus Safety Department providing 24/7 security and emergency response.

Annual Notification: 2024 UW Bothell/Cascadia College Annual Security and Fire Safety Report



[ASRFS2024.pdf](#)

Cascadia College from the Annual Security and Fire Safety Report



Campus Safety Department: Cascadia College shares safety resources with UW Bothell, with a joint Campus Safety Department providing 24/7 security and emergency response.

Emergency Preparedness: Includes the ALERTUS Desktop Notification System, fire alarm systems, emergency evacuation procedures, and safety drills. These systems and protocols are designed to enhance campus safety and ensure immediate notification in case of threats.

Alcohol and Drug Policies: Cascadia College enforces the Drug-Free Schools and Campuses Act, with strict policies on alcohol and illegal drug use.

Title IX and Discrimination Policies: Cascadia College has specific Title IX and anti-discrimination policies. These include resources for victims of dating violence, sexual assault, or stalking, and processes for handling complaints confidentially.

Crime Statistics and Reporting: The report includes crime statistics for Cascadia College, following Clery Act guidelines, providing transparency on incidents of crime over the past three years.

Fire Safety: Evacuation procedures, fire drills, and fire safety education are part of the report, emphasizing preparedness for fire-related emergencies.

[ASRFS2024.pdf](#)

Cascadia College-Specific Resources: Unique resources for Cascadia College students are available, such as disability services, Title IX support, and access to health and wellness resources.

Cascadia Key Wins and Initiatives Underway for 2024

- ✓ **Stop the Bleed Grant:** Successfully applied for and received a grant from the King County Office of Emergency Management, enabling the procurement and campus-wide distribution of Stop the Bleed (STB) kits containing tourniquets and gauze.
- ✓ **Safety Enhancements on Sports Fields:** Installed exit signage to improve emergency egress options.
- ✓ **Community Emergency Response Team (CERT) Training:** Conducted a comprehensive three-day off-site CERT training to bolster community response capabilities.
- ✓ **SSEMC Engagement:** Actively participated in quarterly Safety, Security, and Emergency Management Council (SSEMC) meetings and hosted the Spring session.
- ✓ **Active Threat Preparedness Presentation:** Delivered an interactive presentation, "Surviving an Active Threat," to enhance awareness and response protocols.
- ✓ **Emergency Action Plan Development:** Created individualized Emergency Action Plans based on the FEMA template for tailored, department-specific emergency preparedness.

- ✓ **Expanded Safety Training:** Enhanced safety training for Cascadia College (CC) staff in ARC, incorporating University of Washington Bothell (UWB) staff. Topics covered include individual Emergency Action Plans (iEAPs), Active Threat response, and Evacuation protocols.
- ✓ **New Employee Orientation Update:** Integrated comprehensive safety orientation for new employees into HR's Canvas course for streamlined access and compliance.

HB 2112 Compliance Efforts:

- ✓ Collaborated with Communications to ensure HB 2112-compliant information is available on the Cascadia website.
- ✓ All campus AED units are now equipped with naloxone kits.

Proactive Safety & Enhanced Response

- ✓ **Classroom Security Enhancements:** Installed “Sleeves” (barricading devices) in classrooms without internal locking mechanisms to improve occupant safety during emergencies.
 - ✓ **Evacuation Warden Training:** Developed a comprehensive Canvas course to train designated Evacuation Wardens in emergency procedures.
 - ✓ **Emergency Operations Plan (EOP) Revision:** Revised the EOP to be exclusive to Cascadia College, pending a joint update with UWB and UW Seattle (requires executive input and approval).
 - ✓ **First Aid Accessibility Improvements:** Redistributed first aid cabinets previously located behind locked doors to more accessible areas, ensuring quicker access during emergencies.
 - ✓ **Emergency Operations Center (EOC) Update:** Enhanced the physical EOC with printed copies of all emergency plans, forms, and large floor plans to support on-site coordination
-



Key Wins and Initiatives Underway for 2024

UWB Collaborative Partnership

- ✓ **Joint Training Courses:** Cascadia and UWB staff attended a two-day off-site MGT 324 course on Campus Emergencies Prevention, Response, and Recovery Management. Key attendees included Shawna Pitts, Miles Alexander, April Brink (Cascadia), Matt Colpitts, and Brett Konzek (UWB).
- ✓ **ICS 300 Intermediate Incident Command System Training:** A three-day off-site ICS 300 training was held from November 5-7, with participants including the UWB Emergency Preparedness Manager, CC's Director of Campus Safety, Vice Chancellor of Administrative Services, and EH&S representatives. Future sessions for ICS 300 or 400 training as a combined team are planned.
- ✓ **Naloxone and Fentanyl Testing Compliance:** Naloxone has been placed in all AED units across CC buildings, and the Campus Safety office is equipped with fentanyl testing strips.
- ✓ **Overdose Prevention & Response Training:** Hosted an overdose prevention training session in Mobius Hall to reinforce emergency response capabilities.
- ✓ **Tabletop Exercises:** Observed Tabletop exercise and participated in a Protest & Unrest Tabletop to strengthen preparedness for various campus scenarios.
- ✓ **Crisis Communication Team Activation:** Engaged the Crisis Communication Team following police interventions to practice response protocols, review procedures, and refine communication strategies.
- ✓ **Emergency Text Alerts – Opt-Out Subscription Request:** Submitted a request to shift student enrollment in emergency text alerts from opt-in to opt-out to broaden communication reach.



Key Annual Safety & Security Activities

Emergency Preparedness Initiatives:

- ✓ Fire evacuation drills (CC1/CC2, CC3, ARC with UWB).
- ✓ Active Threat Drill and participation in the Great ShakeOut.

Involvement Fair:

- ✓ Hosted a quarterly engagement table to inform students and encourage enrollment in emergency text alert services, enhancing campus-wide emergency communication preparedness.

Graduation Event Safety Observation:

- ✓ Analyzed emergency preparedness during large campus events.
-



Collaborative Committees & Working Groups



Campus Safety Advisory Committee



**Safety, Security, and Emergency
Management Council (SSEMC)**

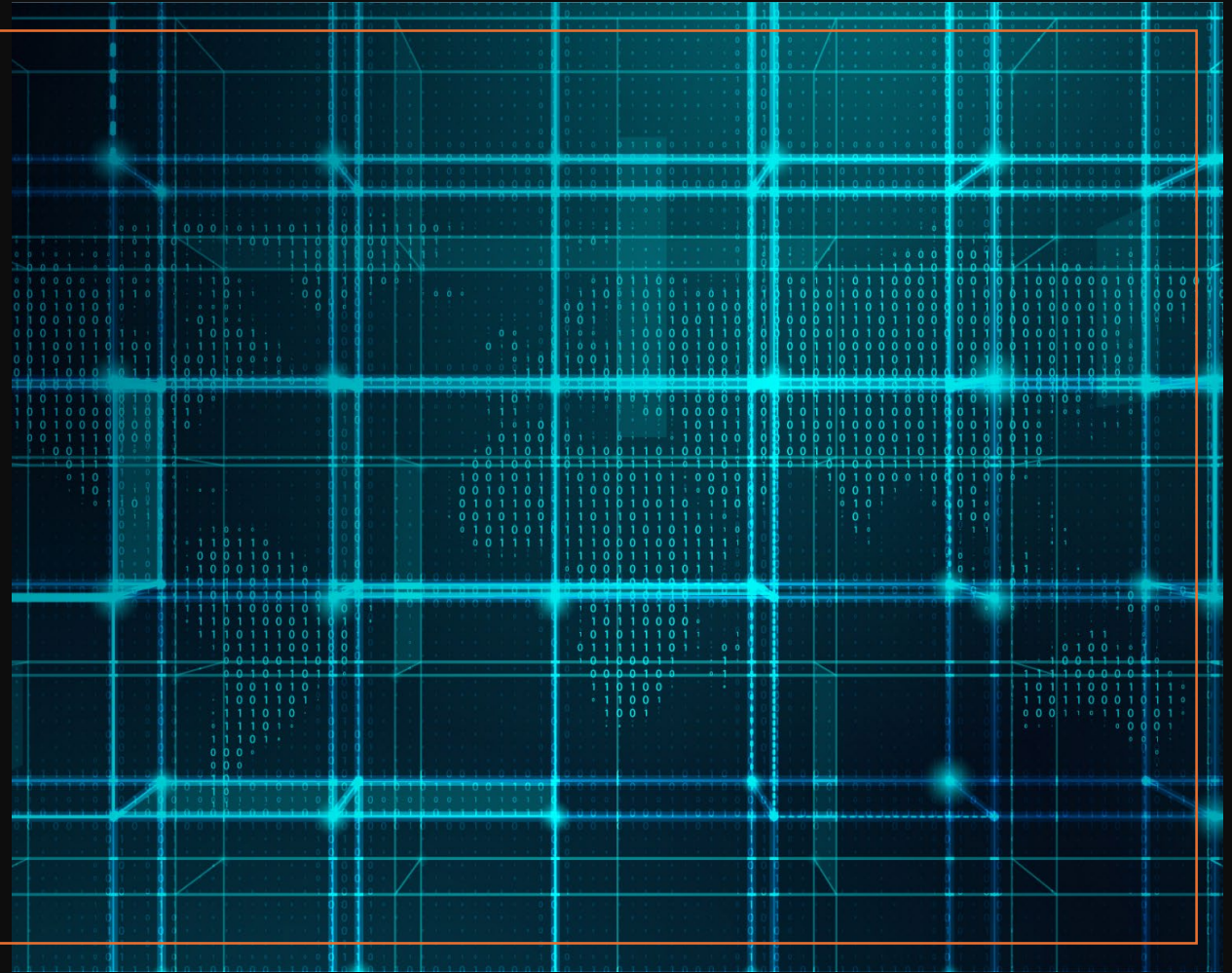


Safety Committee



King County Zone 1 Partners Collaboration:
Joint efforts with Bothell's Office of
Emergency Management

Appendix - Campus Safety & Security – Annual Review 2024



Campus Safety & Security Innovation

Interactive presentation:

CHAM KAO

**Senior Director of Campus Safety,
Planning & Administration**

Dispatch: 425.352.5359 | Desk: 425.352.5010 |
Cell: 425.375.6530

**University of Washington & Cascadia
College**

www.uwb.edu/safety



Cascadia College Board of Trustees

Discussion Item 7.C

Subject: Student Learning 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 Kerry Levett will present on Student Learning’s 2023-24 work.

Supplemental Documents:

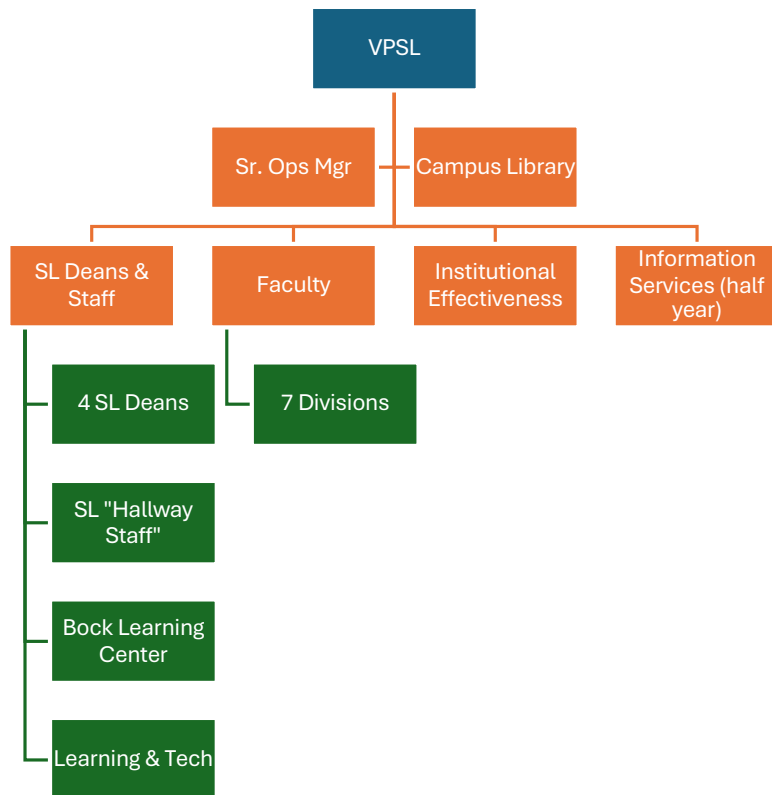
- 7.C.1 SL Year in Review slide deck
- 7.C.2 Integrated Learning
- 7.C.3. TLA annual report
- 7.C.4 Assessment Committee Summary



Student Learning

Year in Review: 2023-2024

Student Learning Division



Teaching

Offered first classes at our Redmond Center and in Innovation Hall

Received approval to launch our first Bachelor's of Science Degree in Computer Science from the Board of Trustees, SBCTC Board, and NWCCU

Global Education Committee sponsored a theme throughout the year “rivers” on which to center programming

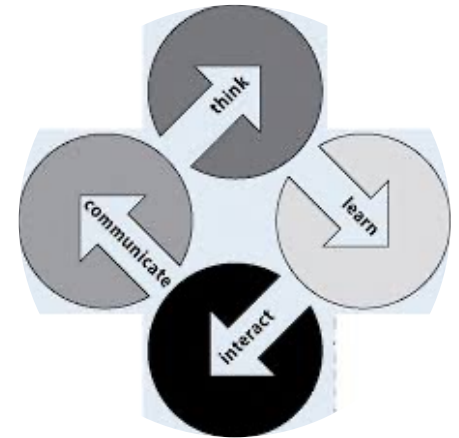
Expanded Integrating Learning options (see 7.C.2 – Integrated Learning)

Provided college-wide professional develop (em daniels, Jerimiah Simms, Faculty Institute) through the Teaching and Learning Academy (see supporting document 7.C.4 – TLA Annual Report)



Learning

- Served an increasing number of students in the Bock Learning Center (Dr. Sarah Tsai)
 - Quarter. Total Visits: Fall 2023 =2001; Winter 2024 =1442; Spring 2024 = 1626; Summer 2024 = 259
- Accepted and approved 7 faculty sabbaticals for 24-25
- Provided college-wide professional develop (em daniels, Jerimiah Simms) through the Teaching and Learning Academy
- Revised faculty orientation (Kelly Leahy)
- Assessment Committee focused on Student Learning Outcomes (SLO) (see supporting document 7.C.4 – Assessment Committee Summary)



Guided Pathways

- Completed first pathway student selection process starting fall 2023 integrated into College101
- Crafted pathways outcomes (Assessment Committee)
- Integrated pathways in the new website
- Hired 3 pathway faculty leads Committed up to \$50,000 to fund Innovation projects



Service to College

- Provided 7 strategic updates and 6 strategic stories celebrating our work at the Board of Trustee meetings
- Revised the annual mission fulfillment data report
- Launched our first digital catalog
- In collaboration with MarCom, integrated pathways in the new website
- Collaborated with the E&I Division to Launch a learning gaps program with Ingelmoor High School via a City of Kenmore grant
 - Provide on site engagement spring quarter
 - Parent info session
 - 1st Cascadia Academy College 101 experience for 18 students (at no cost), 3 registered for fall classes
- Served on numerous SBCTC commissions, councils, committees and work groups, as well as collaborated with our University of Washington Bothell colleagues





Honored and Celebrated
with the Class of 2024



The INTEGRATED LEARNING

APPROVAL PROCESS, TYPES OF COURSES, AND KEY DEFINITIONS

“Students completing the Associate in Integrated Studies (AIS) degree must include an Integrated Learning Experience...”

INTEGRATED LEARNING REQUIREMENT

Students must include an Integrated Learning Experience in their course selections. This requirement can be satisfied through the completion of learning communities, linked classes, classes containing formal community-based learning, classes taken as part of an academic study abroad program, or classes with an academic internship. Through learning communities (LC) or other Integrated Learning Experiences (IL), students demonstrate their ability to integrate skills, concepts, information, and analytical and methodological frameworks from two or more areas of inquiry in a purposeful project or experience.

WHAT IT IS

Integrated Learning focuses on the structural and/or pedagogical combination of concepts and skills within and between classes through experiential learning. At Cascadia, this might be:

- Learning Communities
- Hard-linked courses
- Soft-linked courses
- CBL courses (community-based learning)
- Study Abroad
- COILed courses
- Internships
- Interdisciplinary projects

Examples are illustrative.

IT'S AN AIS REQUIREMENT

STRUCTURES

Learning Communities
Hard-linked courses
Soft linked Course
Stand-alone course

PEDAGOGIES

Community-based Learning (CBL)
COILed Courses
Study Abroad
Interdisciplinary Projects
Internships

THE APPROVAL PROCESSES

There are two processes for approving an IL designation: through COG revision and through annual or quarterly application.

- COG revision means that every section of the course will *always* be IL = "Perpetual"
- Annual or Quarterly applications apply to Learning Communities, Hard-links, Soft-Links, and learning opportunities specific to one quarter or instructor.
- Learning Communities and Hard-links must use the Annual process of approval.

"PERPETUAL"

ANNUAL

QUARTERLY

WHEN TO SUBMIT

When revising COGs

By the end of week 1 Winter quarter

End of quarterly schedule edit period

WHERE TO SUBMIT

Uses SLC review process

Online form goes to Student Learning Deans

Online form goes to Student Learning Deans

WHO DECIDES

SLC, using approved IL outcomes

Student Learning Deans

Dean who administers IL

HOW THIS GETS PUBLISHED

On the COG, in the catalog, and in the online class schedule on every section of the course

In the student Annual Planning Guide, and the online class schedule for the specific section(s)

In the online class schedule for specific sections

Teaching and Learning Academy Steering Committee (TLA-SC) Report 2023-2024

Submitted by Co-Chairs Robyn Ferret and Kelly Leahy, June 2024

Summary:

The TLA continued its focus for the second year on reviving past teaching and learning initiatives and framing new challenges in terms of our active, integrative learning values. We continued to amplify the work of faculty, connect with stakeholders across campus, and support communities of practice for equitable, inclusive, innovative, antiracist pedagogy and curriculum design. Programming was strengthened immeasurably with the arrival of a new instructional designer and Steering Committee Co-chair. The TLA's activities are outlined in the Programming Details section below.

TLA Steering Committee 2023-24 membership:

- Kelley Briles, AF, CCF (winter, spring)
- Khai Button, FTF, Natural Science
- Robyn Ferret, FTF, English
- Camelia Gavrilă, AF, Spanish (fall)
- Jessica Ketcham, FTF, Humanities
- Kelly Leahy, Staff
- Megan Luce, FTF, Math
- Denise Michaels, AF Social Science
- Dani Rowland, Librarian

2023-2024 Programming Details:

Scheduling and invitations for TLA programming are managed through the sla@cascadia.edu email and published in that Outlook calendar. The TLA Co-Chairs continued to send regular programming emails to the campus community. They also revised and updated the [Teaching Corner site](#) and monitored The Professional Development Deck in order to keep our faculty community informed.

Ongoing:

- Virtual New Faculty Orientation, offered opening week, welcomed new Associate Faculty to the Cascadia Community. Then Kelly overhauled the asynchronous New Faculty Orientation class on Canvas. The comprehensive new orientation introduces faculty to Cascadia policies and procedures, outlines course requirements, and shares resources on accessibility, universal design, and classroom management.
- Co-chairs continued to update and streamline [The \(Faculty Prof Dev\) Deck](#), a SharePoint resource where faculty can access off-campus professional development opportunities.

- The TLAB Studio in LBA-104 was used for recording Sabbatical Chats and Sustainability podcasts and as well as recording videos, and a few hybrid ZoomBox meetings were held throughout the year.
- Kelly updated the TLAB Library, donating redundant titles and incorporating new ones, and then created an online catalog/check-out system.
- Approximately \$500 of extra funds remain in the TLA's 2023-24 budget, which can be rolled over into salary.
 - Please see our detailed [Budget Worksheet](#)

Fall Quarter:

- Guest Speaker Dr. Jeremiah Sims: The TLA co-hosted Dr. Sims as the keynote speaker for Opening Week. He spoke with all employees about building a community rooted in equity, and then workshopped classroom practices with faculty.
- Book Circle: The TLA hosted a series of chapter conversations on Susan Hrach's *Minding Bodies: How physical space, sensation, and movement affect learning*. This document outlines fall book circle participation and conversations: [F23 book circle chat notes.docx](#)
- Sabbatical Chat Podcasts: TLA Co-chairs recorded and shared 4 podcast interviews which captured the experience of five faculty members' 2022-2023 sabbaticals: Garth Neufeld, Megan Luce, Natalie Serianni, Lisa Citron, and Nader Nazemi.
- Guest Speaker em daniels: In collaboration with Student Learning, the TLA helped facilitate a DIA morning presentation with author emareena daniels about trauma-informed practices in higher education.
- Charter updates: the Steering Committee reviewed the complete charter and updated details for consistency across timelines, workload realities, and inclusive language. The charter is published in Sharepoint and here: [TLA Charter - 2024 Final.docx](#)

Winter Quarter

- To respond more effectively to faculty needs, we updated the Reading Circle format: instead of focusing on a single book over the quarter, TLA Steering Committee members led [five conversations and workshops](#) around a shorter article, podcast or video:
 - AI Can't Do That: Thinking, Writing, & Peer Feedback: with Jessica Ketcham
 - From Uncertainty to Insight: Connecting Emotions to Research: with Kelly Leahy
 - Gender Disparity in STEM: with Denise Michaels and Khai Button
 - Incorporating Data Science in Every Subject: with Megan Luce
 - Introducing *AI is Us*: with Robyn Ferret
- Besides hosting reading chats and a learning communities interest session, the Steering Committee spent much of the Winter quarter planning the spring Faculty Institute.

Spring Quarter

- Faculty Institute: the TLA orchestrated a second-annual half-day conference where Cascadia faculty presented their teaching practices and research to their colleagues. This year the committee made an open call for session proposals and received 12. When selecting proposals, the Committee focused on equity and evidence-based techniques. 10 faculty and 2 Bock tutors led presentations, and over 45 faculty attended throughout the morning. The TLA collected feedback through session [exit surveys](#) as well as a digital form and will incorporate this feedback into our next Faculty Institute in Winter 2025. Presentation descriptions are available here: [2024 Faculty Institute Program.docx](#)
- [Spring Workshop series](#):
 - Accessibility in Canvas: Khai Button and Kelly Leahy facilitated 2 workshops (1 on-campus and 1 Zoom) that taught faculty how to increase accessibility in their Canvas courses.
 - Danielson's Framework for Teaching: Megan Luce led a Zoom discussion with faculty on using Danielson's Framework as a reflective tool to develop teaching practices.
 - Teaching Triangles: TLA helped facilitate Teaching Triangles in the Spring. Cascadia has used Teaching Squares in the past and there was a call from faculty to revive the practice. Instructors pair up, observe each other teaching, and provide constructive feedback. This benefits both instructors. Robyn Ferret participated and shared the experience via a one-sheet at a Zoom info session.
 - Writing Workshop Series: Jessica Ketcham facilitated weekly writing workshops in which five faculty from English, CCF, and Social Science brought their current projects and collaborated in a supportive space+
- Assessment, Teaching, and Learning Conference: The State Board ATL conference returned in-person this year and TLA sponsored the FiR's attendance at the event. Robyn co-presented (with Spokane CC colleagues) a session on Nontraditional Grading.
- TLA assessment: The Steering Committee composed and posted a feedback/suggestions survey for all faculty in April, with weekly reminders through May, and 14 faculty responded. Those faculty indicated an interest in in-person meetings and programming surrounding Artificial Intelligence, classroom collaboration, and difficult conversations. Complete responses are in One Drive forms [here](#).

Faculty-in-Residence call:

The TLA Steering Committee emailed all faculty in February with a call for applications for the next Faculty-in-Residence. The applications process was open all month, with weekly reminders. One faculty applied, and it was the current FiR, so Robyn will serve her third and final year in this role in 2024-2025, continuing the focus on sharing our teaching expertise through the Faculty Institute, write-ins, and workshops, and on bridging actionable

conversations about a culture of care and inclusivity across campus.

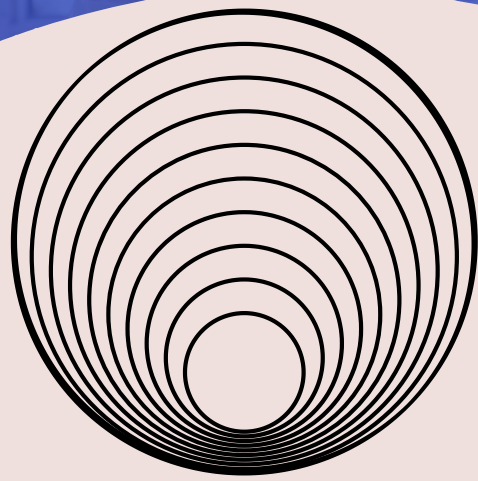
Proposed budget 2024-25:

The TLA has requested and received a \$6000 budget for the next academic year. As determined by the Steering Committee at our June 7 retreat, expected expenditures include half the total budget to support Associate Faculty at SC meetings, in Teaching Squares, and in other programming leadership throughout the year. We also have ongoing line items for materials and tech maintenance, faculty gatherings, and ATL conference support. As the proposed budget shows, about \$1000 will remain for potential speakers, and the Steering Committee would like to leave the details of this line item open so we can respond to opportunities as they arise.

2024-2025 tentative [budget here](#).

Assessment and Review 2023-24

– Brought to you by the Assessment Committee

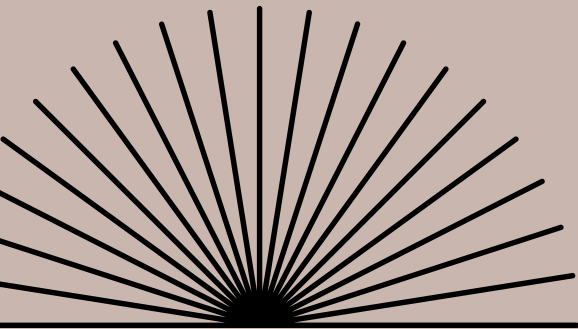


Continuous Improvement for student learning, achievement, and equity.

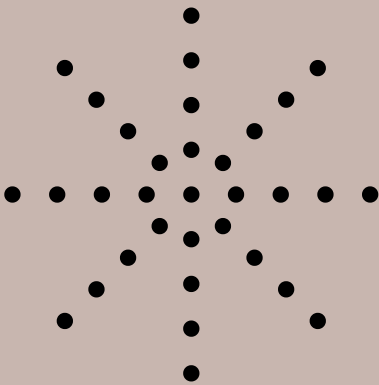
This is **year two** of the assessment cycle and academic unit review process. This year all faculty will be reviewing the data, drafting Area of Interest level outcomes, and developing improvement plans.

When?

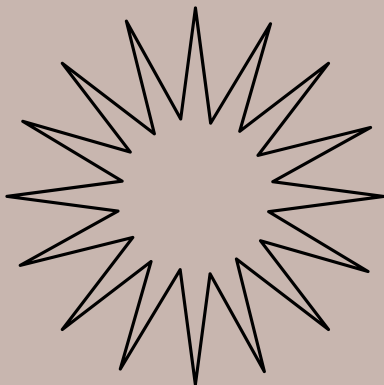
This year we continue to leverage our DIA time for most of these activities



Opening Week--
overview of the year,
begin Areas of
Interest outcome
development
Fall--
SLO discussion,
continue Areas of
Interest outcome
development



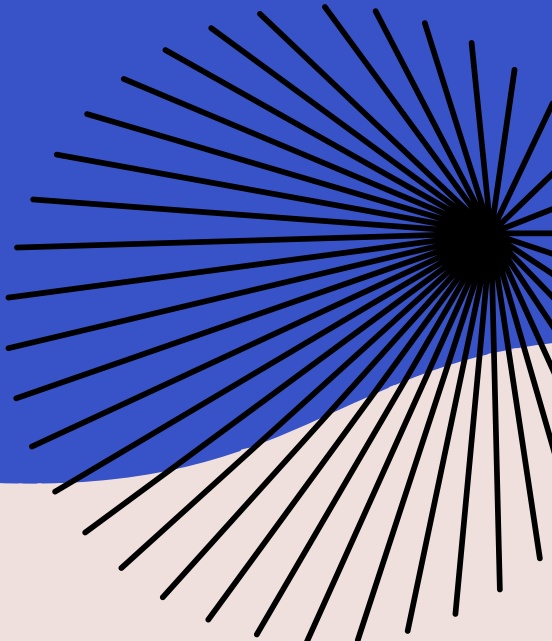
Winter--
Faculty analyze
SLO data,
Faculty receive
instructions for
reflections



April--
Develop action plans
May--
Finalize Areas of
Interest Outcomes,
Faculty reflections
submitted

Summary

1. Develop Area of Interest outcomes by end of academic year
2. Analyze SLO data and develop action plans
3. Faculty complete reflections by end of May 2024



DIAs and Dates

Opening Week: September 20: AOI outcome development
October 25: SLO discussion
January 25: SLO data analysis
April 17: Action Plans
May 16: Finalize AOI outcomes

Cascadia College Board of Trustees

Discussion Item 7.D

Subject: Student Success 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 Erin Blakeney will present on Student Success’s 2023-24 and a look ahead for their upcoming work.

STUDENT SUCCESS SERVICES

ANNUAL REPORT

NOVEMBER 2024



ENROLLMENT OUTREACH/ADMISSIONS GOALS

GO
KODIAKS

- ▶ Broaden connections with local high schools and community partners
- ▶ Gain resources and partnerships within the surrounding communities
- ▶ Revision onboarding processes for prospective students
- ▶ Gain yield through a Guided Pathways lens

ENROLLMENT SERVICES GOALS

GO
KODIAKS

- ▶ Audit business processes for areas of improvement
- ▶ Combine Running Start within Enrollment Management
- ▶ Set Strategic Enrollment Management and Retention plans

Redmond Together Center



	Fall 2023	Fall 2024	Change
Headcount	58	98	70%
FTE	22.2	43.6	96%

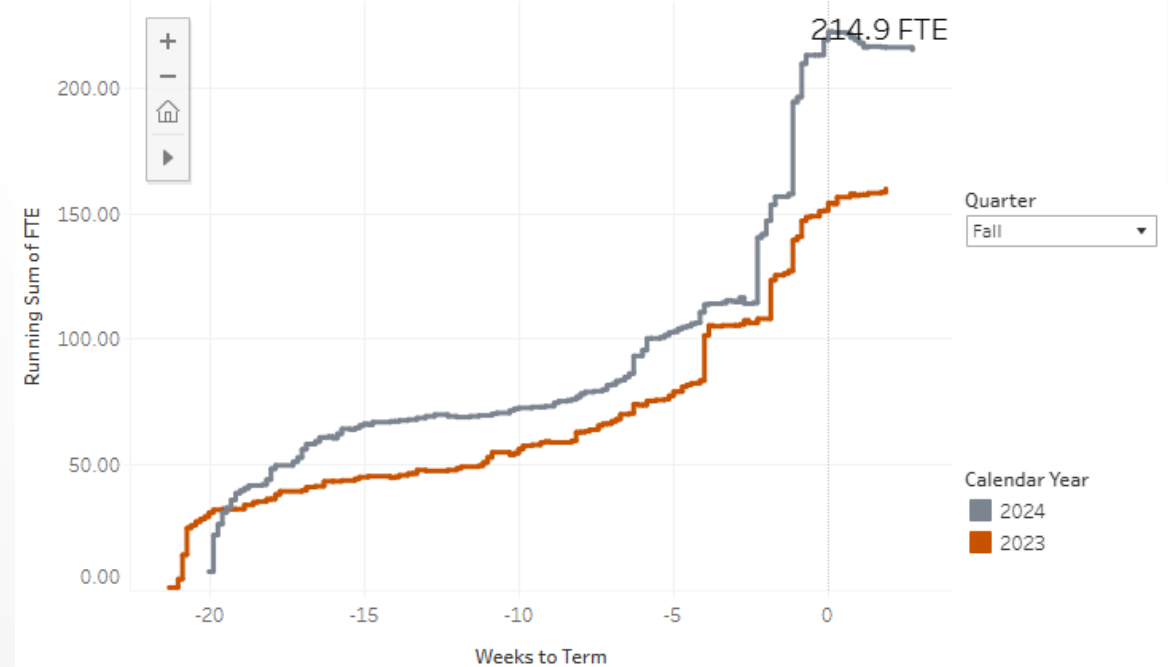
Enrollment Count	Fall 2023	Fall 2024	Change
CMST&	5	13	160%
COLL	21	21	0%
ENGL&	24	21	-13%
ESL	6	31	417%
NUTR&	6	23	283%

INTERNATIONAL PROGRAMS: FALL 24 ENROLLMENT SNAPSHOT – 34% GROWTH

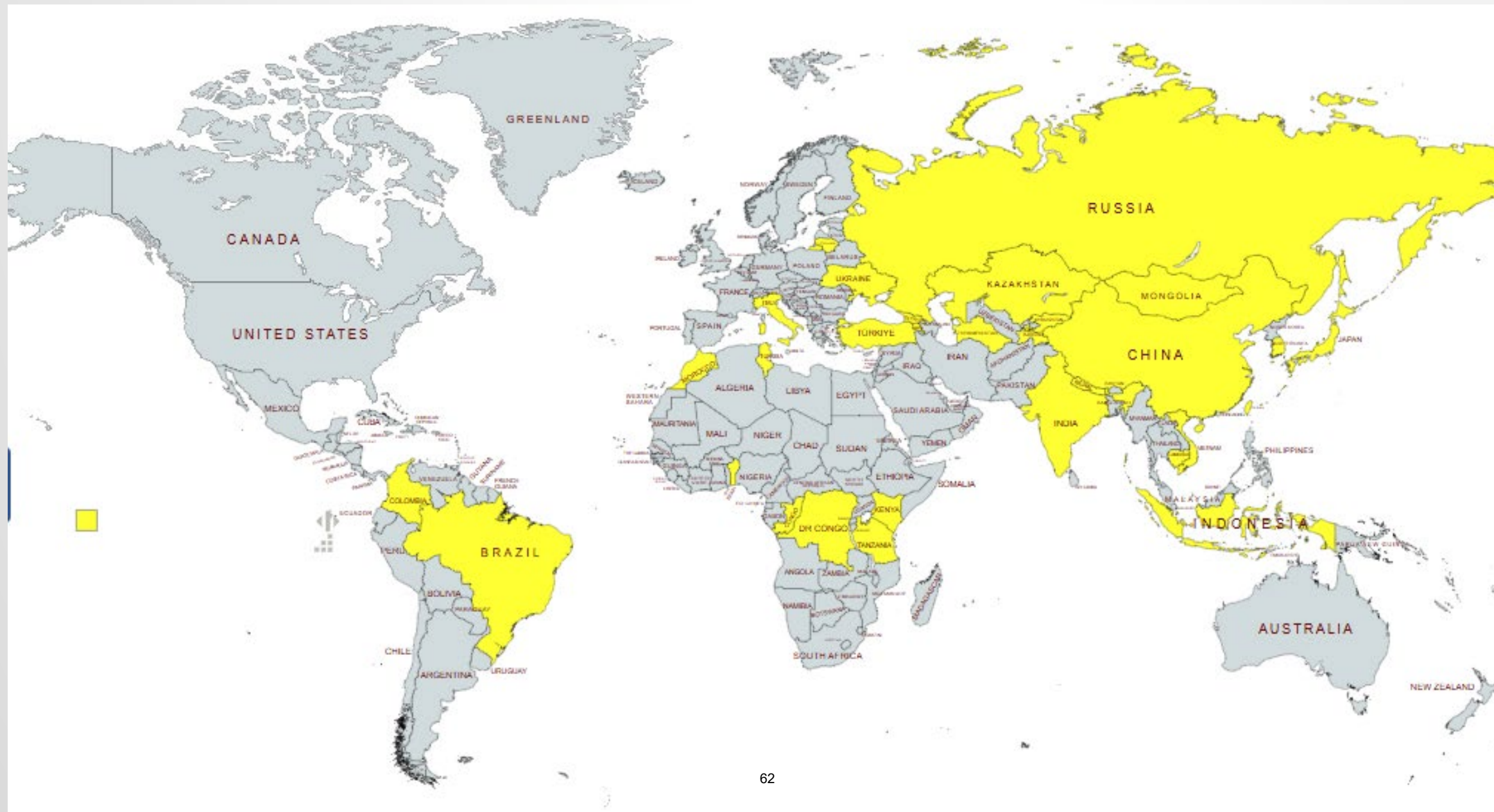
Total International FTE	Fall 23	Fall 24
College	118	157
English Foundations	42	58

Last Update: 11/4/2024 6:51:39 AM

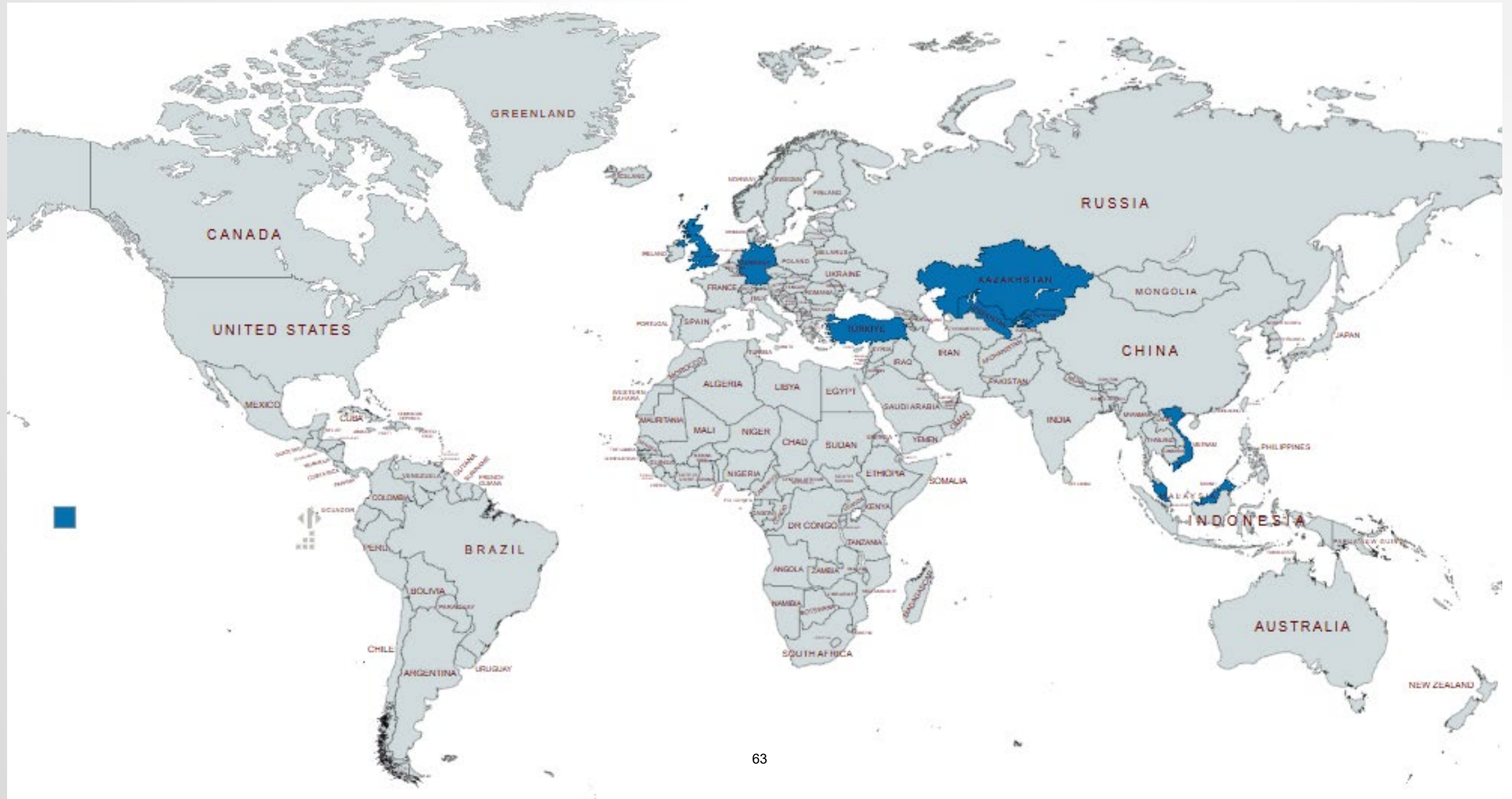
Select year and quarter. Dashboard displays selected and prior year enrollment for the quarter and percent change from prior to selected year.



30 countries represented by 215 **international students**



9 countries IP marketing and recruiting in Fall 24



5 countries Cascadia students are **studying abroad** in 24-25



Student Advising - Building Connections

Student Advising at Cascadia

- Assigned advisors for degree seeking students
- Mandatory Touchpoints



Challenges

- Population of students who do not meet with advisors
- Evaluating effectiveness of interventions

Student Advising - Building Connections

Goals for 2024-25

- Increase the percentage of degree seeking students who meet their advisors at least once a year.
- Increase the percentage of students with an academic plan on file by the end of 45 credits.

How are we doing this?

- Communication and engagement plan
- Student Peer Advisors
- Meeting students where they are

Student Financial Services

2023-24 Highlights and Current Focus

- Successfully navigated the FAFSA Simplification Act changes, creating new policies and procedures and assisted students and families with the process.
- Leading community colleges in our area for turnaround time and making timely awards to students
- Working to deter fraudulent students from receiving aid at Cascadia, including a weekly review of data received from the Dept. of Ed. of potential fraudulent students
- Supported outreach efforts and FAFSA/WASFA completion events in both the community and at local high schools
- Focusing on team building to strengthen the collaboration and cohesion of our team

Student Financial Services

2024-2025 Goals:

- Increase number of students receiving financial aid, either through new applicants or student retention
- Adhering to our processing timeline so that students are awarded and receiving their aid promptly
 - This includes prompt review of any student appeals (Satisfactory Academic Progress, Time Limit, Income Reevaluation, Professional Judgement, etc.)
- Continue to work through updates and regulatory changes being made by the Department of Education for the FAFSA in the 2025-26 year
 - The Department of Education has moved their focus to fixes for the 2025-26 FAFSA

Student Accessibility Services & CARE Team Highlights (FY2023-24)

- ▶ 214 students request accommodations through our office. This is consistent with the number of students who've requested accommodations over the past two years (213 in 22-23 and 220 in 21-22).
- ▶ SAS partnered with Northshore School districts on four different events to bring awareness to the accommodations available in higher education.
- ▶ CARE Team experienced a high number of cases with 336 being reported to the team. 179 of those cases were related to financial insecurity.
- ▶ Expanded support for Basic Needs and hired a Basic Needs Navigator (BNN). BNN works with students through a case-management lens to develop a plan to access resources related to basic needs insecurity.

Student Accessibility Services & CARE Team

Upcoming Goals

- ▶ Collaborate with campus partners to build a climate survey for students who are registered with SAS. The survey will aim to learn more about student's experiences with the accommodation process and their experiences with disability culture at Cascadia.
- ▶ Explore additional supports for Neurodiverse students as we continue to notice an increase in students registered with SAS who are Neurodiverse.
- ▶ With Emergency Grant demand requests at an all-time high, identify measures to limit the amount of grant funding students can receive to ensure the grant is available to as many students as possible.
- ▶ Participate in the Benefits Pilot Navigation program to identify students who may be eligible for local and state financial support programs.

PREVENTION, HEALTH, & WELLNESS

Violence Prevention & Advocacy (VPA)

- Data 2023 – 2024
 - 1 Advocate (50% FTE)
 - 19 new appointments (both campuses)
 - 26% of students accessing services are from Cascadia College
- Number of advocacy appointments*
 - Total appointments (15)
 - New appointments (5)
 - Services provided:
 - General advocacy (15)
 - Safety planning (2)
 - Academic advocacy (1)
 - Legal advocacy referrals (1)

PREVENTION, HEALTH, & WELLNESS

Health and Wellness Resource Center (HaWRC)

- Sexual Health Supplies
 - AY 23-24 CC1 Welcome Desk
 - 585 condoms at CC1 Welcome Desk, 325 lubricants
 - AY 24-25 (so far) CC1 Wellness Station
 - 170, 70 lubricants, approx. 50 menstrual items, 20 school supply items, 20 Wellness Kits
- HaWRC Programs & Events
 - AY 23-24 Wellness Fest: 230+ attendees, confirmed 25% Cascadia students based on self report on stamp passports.
- HERO Programs & Events
 - 1 Cascadia HERO
 - AY 23-24 total: 298 participants in HERO events*
 - AY 24-25 (so far) total: Weekly drop in Hot Chocolate with the HaWRC: 109 attendees*

GOALS FOR 2025-2026

Violence Prevention & Advocacy (VPA)

1. Advocate provide bi-weekly outreach to Cascadia students.
2. Partner with student life for prevention training for student staff.
3. Collaborate with Cascadia leadership to create a VPA website page.

Health and Wellness Resource Center (HaWRC)

1. Apply for S&A to add 1-2 more Cascadia HEROs.
2. Locate second Cascadia College specific location for second Wellness Station.
3. Partner with Cascadia leadership to identify other wellness needs for students.



ARC Programs



ARC Mission Statement:

To provide a place for the campus to connect through community and play





Creating A Sense of Belonging

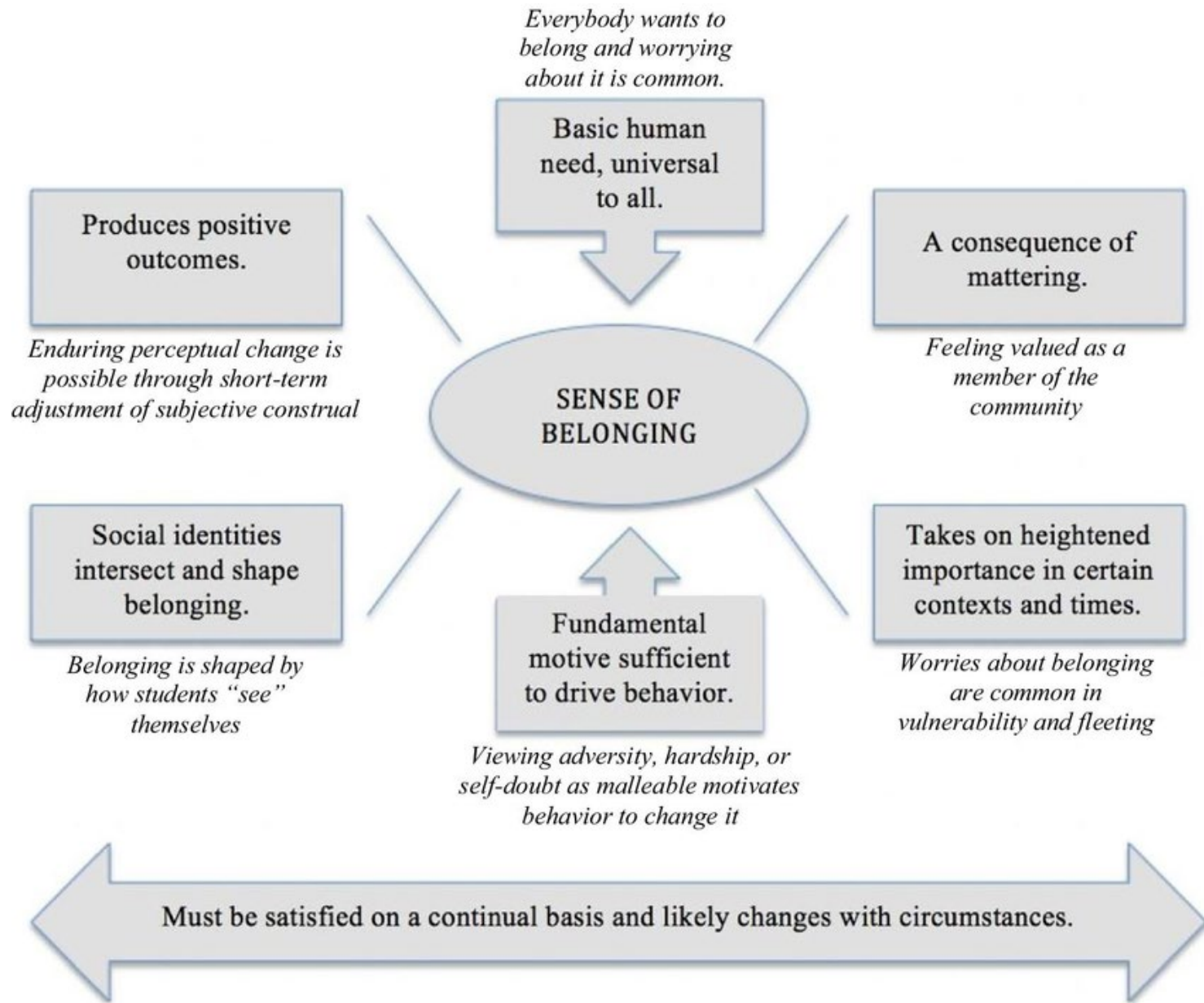
What Is a Sense of Belonging?

The feeling of security and support when there is a sense of acceptance, inclusion, and identity for a member of a certain group.

- It's the feeling that you matter
- That you are important
- That you are seen and respected for who you are
- You feel the people around you genuinely want you to be successful
- It increases confidence and reduces anxiety

A person's sense of belonging is influenced by:

- Shared beliefs
- A supportive environment
- Self-esteem
- Opportunities for interaction
- Feeling heard and valued
- Feeling appreciated



Highlights:

- It is a basic human need to feel like you belong in a community
- People want to feel like they are valued and that they matter
- Belonging is shaped by how students "see" themselves; how their identities intersect
- When a student feels like they belong it will produce positive outcomes

Supporting a Sense of Belonging

DO:

- Listen to understand, not to respond
- Share a genuine smile and “hello”
- Provide a “warm hand off” to a resource or department
- Create marketing and activities that use inclusive language
- Believe the concern or the story they are sharing
- Respect different communication styles

DO NOT:

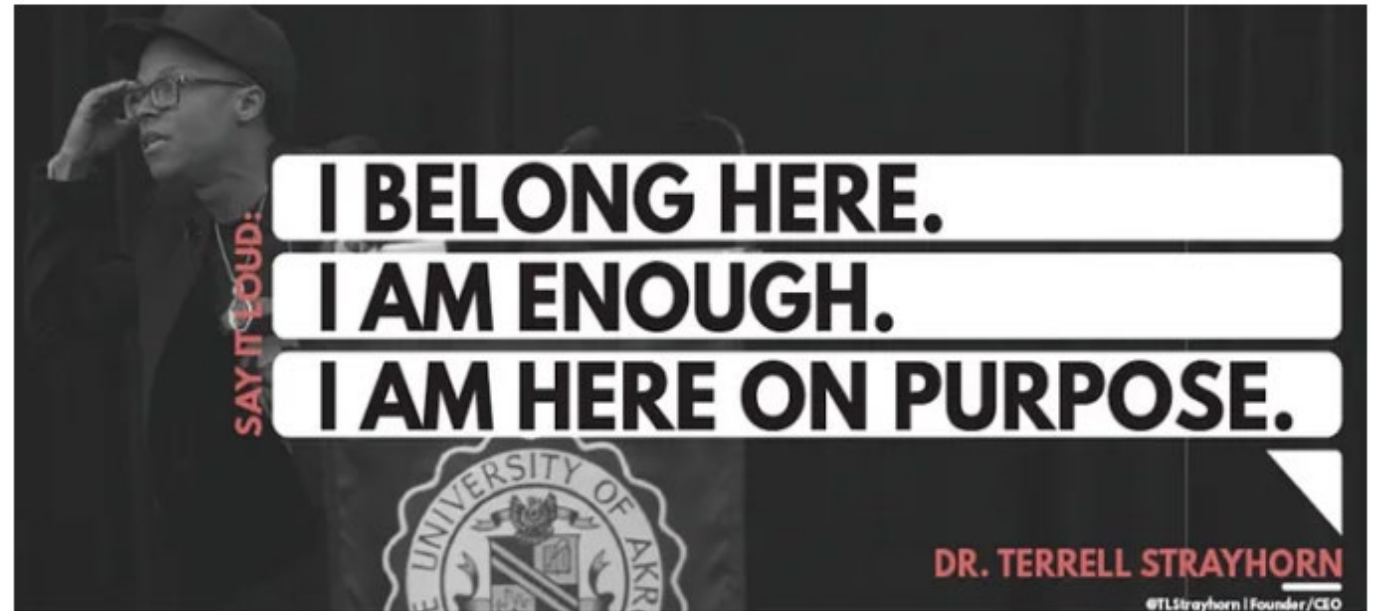
- Assume you know a student’s story/background
- Critique what a student is wearing
- Assume they are comfortable asking for help
- Assume they know where things are on campus (resources, classrooms, computers, etc.)
- Use acronyms

Remember...

- This may be the first time they have interacted with ANYONE from Cascadia. What do you want them to remember about their experience?
- For any student, this may be the first time they are being asked about their Cascadia experience so they may not know how to respond
- Be patient
- Every student experience is different; don’t assume they know what you know.
- Talk first; they may not know what to say but they do want to get to know you
- How you make people feel matters

Upcoming Events

- 1st Generation Community Social
 - November 14, 12:30pm
- Running Start Community Social
 - Winter Quarter
- More Community Socials in future quarters



Community Service

On Campus Opportunities

- One-time commitment
- Currently offered quarterly with plans to expand
- December 5 - blanket making for local animal shelters

Off Campus Opportunities

- 9 community partners with more being actively recruited
- Students complete an interest form so they are matched with a place that aligns with their availability and interests

Community Service Partners

- Evergreen Health
- Hopelink
- Homeward Pet Adoption Center
- Hidden Gem Cat Rescue
- Concern for Neighbors Food Bank
- 21 Acres
- Volunteers of America Western Washington
- Northshore Senior Center
- Empowering Strides

Current Highlights

- 25 students have filled out interest forms
- 7 have completed required orientation and trainings and are actively volunteering
- Working on a service award program to recognize milestones



Cascadia College Board of Trustees

Action Item 8.A

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 was asked to review Articles 4-7. Instructions and a worksheet were sent after the September Board meeting.

All Trustees submitted their proposed changes as indicated in the attached chart. All modifications were adopted and the policies were updated accordingly. The changes must now be adopted by the Trustees.

Recommendation:

"I move to adopt the policy updates as presented."

Action:

Trustee makes motion: _____

Trustee seconds motion: _____

Vote:

	Yes	No	Abstain
Hinojos			
Lee			
Ponto			
Qadri			
Quint			

Date of Adoption: _____

Policy Review by BOT (2024)

		Accepted by BOT AH	Accepted by BOT AL	Accepted by BOT CP	Accepted by BOT MQ	Comments or Concerns from BOT
Article 4 Faculty						
Section 1	Number 10	X	X	X	X	
	Section 2					
Section 2	Number 11	X	X	X	X	please remove open parathensis from 1st sentence
	Section 3					This should be bolded: (3) Provisions governing program for persons under eighteen years of age. Also, change font to Calibri 11 to match other policies.
Section 3	Number 10	X	X	X	X	(1) Freedom of Expression (in second paragraph): shouldn't this be "member of the College" instead of "member of this College"? ["member of this College community or visitors"]
Article 5 Library & Information Services						
Section 1	Number 10	X	X	X	X	
	Number 11	X	X	X	X	
Section 1	Number 12	X	X	X	X	What is a PDA?
						Punctuation and spacing needs to be cleaned up in this section: BP05:01.012 Acceptable and Authorized Use [extra space and inconsistent use of commas and semi-colons in the series after the colon.]
Article 6 Facilities						
Section 1	Number 10	X	X	X	X	
	Section 2					
Section 2	Number 10	X	X	X	X	consider capitalizing "Board of Trustees" and "Board of Regents"; check that the first sentence of Applicable Parking and Traffic Rules should not be bulleted
						This entire section needs format editing. Because of the many inconsistencies, it is difficult to follow and read. I am happy to read it again once it has been cleaned up. For example, fonts and font sizes are inconsistent, especially in the headers, and all paragraphs should be left justified to be consistent throughout and make it easier to read.
Section 3	Number 10	X	X	X	X	
	Section 4					

Number 10

				please proof read for grammar error on page 5 in "Origami ERM Module" paragraph
X	X	X	X	X - Edits: 1) add period at the end of this "Ensure the reallocation resources for managing risks ";

Article 7 **Business & Services**
Section 1

Number 10

Number 20

X	X	X	X	X - change font to Calibri 11 to be consistent with other policies;
X	X	X	X	

Cascadia College Board of Trustees

Action Item 8.B

Subject: Order of Adoption of new rules

Justification:

Pursuant to RCW 34.05.360, the Board of Trustees, as appointing authority, must formally adopt any proposed changes or additions to the Washington Administrative Code, Ch. 132Z WAC.

Background:

On April 19, 2024, the U.S. Department of Education released its Final Rule under Title IX. This rule requires institutions of higher education to adopt student disciplinary procedures addressing sex discrimination, including sex-based harassment. In addition, RCW 28B.10.900 requires that institutions of higher education shall prohibit in its code of conduct hazing off campus as well as on campus.

To comply with both the 2024 Title IX Final Rule and Washington's anti-hazing law, the College proposes the following additions and updates to the Cascadia College Rules, Ch. 132Z WAC:

1. Add WAC 132Z-115-028, which implements Washington's anti-hazing law, RCW 28B.10.900-.902
2. Add WAC 132Z-119 as a supplement to the student conduct code specifically addressing sex discrimination. This addition will bring Cascadia's rules into compliance with the Department of Education's 2024 Title IX update
3. Update WAC 132Z-115-006, Jurisdiction; WAC 132Z-115-015, Definitions; and WAC 132Z-115-025 Prohibited student conduct. These updates bring relevant sections of the student conduct code into compliance with both Title IX and RCW 28B.10.900 - .902.

On December 10, the College held a Public Hearing inviting interested parties to submit both written and verbal comments on the proposed rulemaking. The Presiding Officer, Gordon Dutrisac, prepared a memo summarizing the comments and any changes to the rule. A copy of the memo and all relevant materials have been included in the rulemaking file that can be accessed in the Board of Trustees Teams Folder.

Recommendation:

"I move to adopt the rules as proposed."

Action:

Trustee makes motion: _____

Trustee seconds motion: _____

Vote:

	Yes	No	Abstain
Hinojos			
Lee			
Ponto			
Qadri			
Quint			

Date of Adoption: _____

TO: Cascadia College Board of Trustees
FROM: Gordon Dutrisac
DATE: January 6, 2025
SUBJECT: Proposed Updates to Cascadia College Student Conduct Code

This memo summarizes meetings with campus stakeholders and the public hearing regarding proposed updates to the Cascadia College Student Conduct Code that the Board approved during a Special Meeting on July 24th, 2024. These updates are designed to:

- Implement Washington's Anti-Hazing Law: Add WAC 132Z-115-028 to explicitly incorporate the provisions of RCW 28B.10.900-.902 (Washington's anti-hazing law) into the college's regulations.
- Comply with 2024 Title IX Updates: Add WAC 132Z-119 as a supplement to the student conduct code, specifically addressing sex discrimination. This addition will ensure alignment with the Department of Education's 2024 Title IX updates.
- Enhance Code Consistency: Update WAC 132Z-115-006 (Jurisdiction), WAC 132Z-115-015 (Definitions), and WAC 132Z-115-025 (Prohibited Student Conduct) to ensure alignment with both Title IX and the state's anti-hazing law.

Hearings Summary:

- I presented changes to the Events and Advocacy Board on October 25th, 2024
- I presented changes to Faculty Council on December 5th, 2024
- A public hearing in compliance with the Washington Administrative Code was held on December 10th, 2024
 - Cascadia staff in attendance were Gordon Dutrisac (presiding officer) and Susan Thomas (recorder).
 - One public comment was received asking about the he identity of the current Title IX Coordinator and the selection process for members of the student conduct committee.

Based on the public hearing and prior presentations, and given the lack of substantive comments, I recommend that the Board of Trustees approve the changes listed above as presented on July 24th, 2024.

Sincerely,



Gordon Dutrisac
Student Conduct Officer
Cascadia College

Cascadia College Board of Trustees

Action Item 8.C

Subject: Keep Washington Working Act Policy

Justification:

The College is required by the state legislature via the Keep Washington Working Act to approve policy in response to possible actions regarding immigration.

Background:

The Washington State Legislature passed the Keep Washington Working Act (KWW) during the 2019 legislative session to ensure the state of Washington “remains a place where the rights and dignity of all residents are maintained and protected in order to keep Washington working.” Pursuant to RCW 43.10.310(2), Cascadia College needs to adopt policy (draft attached) consistent with the AGO model policy which implements the KWW Act and ensure that all residents have access to high quality education. AAG Ellen Evans has reviewed the policy and will be available for questions.

Staff will be trained on how to uphold this policy once approved.

Recommendation:

“I move to approve the policy as proposed.”

Action:

Trustee makes motion: _____

Trustee seconds motion: _____

Vote:

	Yes	No	Abstain
Hinojos			
Lee			
Ponto			
Qadri			
Quint			

Date of Adoption: _____



Board Policy: Keep Washington Working Act Implementation	Policy Number: BP 01.02.17
Article: 1.) Institutional Integrity/ Board of Trustees Section: 1.) Board Authority and Responsibilities	Adopted by the BOT:
Applicable WAC/RCW: RCW 43.17.420: Immigration and citizenship status—Definitions. RCW 43.17.425: Immigration and citizenship status—State agency restrictions.	

The Washington State Legislature passed the Keep Washington Working Act (KWW) during the 2019 legislative session to ensure the state of Washington “remains a place where the rights and dignity of all residents are maintained and protected in order to keep Washington working.” Pursuant to RCW 43.10.310(2), Cascadia College adopts the following policy consistent with the AGO model policy which implements the KWW Act and ensure that all residents have access to high quality education.

- A. Applicability of Policies Related to Immigration Enforcement
 1. Cascadia College adheres to all requirements of federal and state law.
 2. The provisions of this policy shall apply to Cascadia College and all school facilities, which include (but are not limited to) adjacent sidewalks, parking areas, sports facilities, and entrances and exits from said building spaces.
 3. Cascadia’s policies prohibiting participation or aid in immigration enforcement shall apply for enforcement activity against students and their families, staff, and volunteers.
 4. Cascadia personnel shall presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.
- B. Access to Schools
 1. Cascadia College does not exclude students from receiving an education or unlawfully discriminate against anyone because of their race, color, national origin, age, disability, gender identity, immigration or citizenship status, sex, creed, use of a trained dog guide or service animal by a person with a disability, sexual orientation, or on any other basis prohibited by federal, state, or local law.
 2. Cascadia College shall ensure that all school staff and volunteers are aware of the rights of immigrant students to an education.
 3. Cascadia College shall ensure that information reviewed to determine eligibility for in-state tuition or other benefits and any reporting requirements is limited only to the information necessary for residency determinations and in compliance with KWW and any other applicable state or federal laws.

4. Cascadia College shall separate all information on individuals with foreign student visa status (F, J and M visas) retained for the purpose of reporting to the Student Exchange and Visitor Information System (SEVIS)¹⁵ as part of the Student and Exchange Visitor Program from general enrollment platforms or other directory information. For information about SEVIS, please refer to Student and Exchange Visitor Program, U.S. Immigration and Customs Enforcement, available online at <https://www.ice.gov/sevis> (last visited May 17, 2020).
- C. Immigration Enforcement on School Grounds
1. Cascadia College does not grant permission for any person engaged, or intending to engage, in immigration enforcement, including surveillance, access to school grounds or their immediate vicinity. Cascadia College staff shall direct anyone engaging, or intending to engage, in immigration enforcement, including federal immigration authorities with official business that must be conducted on school grounds, to the President's Office prior to permitting entrance. Cascadia College employees shall presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.
 2. If anyone attempts to engage in immigration enforcement on or near Cascadia College grounds, including requesting access to a student, employee, or school grounds:
 - i. Employees shall immediately alert and direct the person to the President's Office who shall verify and record the person's credentials (at least, badge number and name), record the names of all persons they intend to contact, collect the nature of their business at the school, request a copy of the court order or judicial warrant, and log the date and time and forward the request to Cascadia legal counsel for review.
 - ii. Employees shall request that any person desiring to communicate with a student, enter school grounds, or conduct an arrest first produce a valid court order or judicial warrant.
 - iii. Cascadia legal counsel shall review the court order or judicial warrant for signature by a judge and validity. For Cascadia College to consider it valid, any court order or judicial warrant must state the purpose of the enforcement activity, identify the specific search location, name the specific person to whom access must be granted, include a current date, and be signed by a judge.
 - iv. Cascadia legal counsel shall review written authority signed by an appropriate level director of an officer's agency that permits them to enter Cascadia College property, for a specific purpose. If no written authority exists, Cascadia legal counsel shall contact the appropriate level director for the officer's agency to confirm permission has been granted to enter Cascadia College property for the specific purpose identified.
 - v. Upon receipt and examination of the required information, the Cascadia Legal Council will determine whether access shall be allowed to contact or question the identified individual and shall communicate that decision to the President's Office.
 - vi. If the requestor is seeking access or information regarding a student under 18 years old, the executive team of the college shall make a reasonable effort, to the extent allowed by FERPA, to notify the parent/guardian of any immigration enforcement concerning their student, including contact or interview.
 - vii. The College President, authorized designee, or legal counsel shall request the presence of a college representative to be present during any interview. Access

to information, records, or areas beyond that specified in the court order or judicial warrant shall be denied.

D. Gathering Immigration Related Information

1. Cascadia College employees shall not inquire about, request, or collect any information about the immigration or citizenship status or place of birth of any person accessing services provided by, or in connection with the school. Cascadia College employees shall not seek or require information regarding or probative of any person's citizenship or immigration status where other information may be sufficient for the college purposes. This does not prohibit residency officers or related staff from reviewing information from students or others on a voluntary basis in order to determine that a student is qualified for in-state tuition rates.
2. Cascadia College policies and procedures for gathering and handling student information during enrollment or other relevant periods shall be made available in writing to students and their guardian(s) at least once per school year in a manner that Limited English Proficient (LEP) individuals will understand.
3. If Cascadia College is required to collect and provide information related to a student's national origin (e.g., information regarding a student's birthplace, or date of first enrollment in a U.S. school) to satisfy certain federal reporting requirements for special programs, prior to collecting any such information or reporting it, Cascadia College shall (except with respect to reporting requirements necessary for compliance with the Student and Exchange Visitor Program):
 - i. If feasible, consult with legal counsel regarding its options, including alternatives to the specific program or documents accepted as adequate proof for the program;
 - ii. Explain reporting requirements to the student and student's parent(s) and/or guardian(s), in their requested language, including possible immigration enforcement impact;
 - iii. If moving forward with collection of information, receive and collect written consent from the student, if over the age of 18, or the student's parent(s) and/or guardian(s); and
 - iv. Collect and maintain this information separately from the school/class enrollment process and student's records in order to avoid deterring enrollment of immigrants or their children.
4. When Cascadia College reviews information related to immigration status in order to make residency determinations, the residency officer's written confirmation that a student meets any applicable immigration status requirement shall be considered sufficient written evidence that a student meets the requirements of RCW 28B.15.012. All other documents used to prove student or other individual immigration status, aside from those independently required by law to be kept, shall be designated as transitory and disposed of in accordance with the Cascadia's records retention policy. Any college employee maintaining said information in any other way shall report their retention procedure and basis to legal counsel prior to collecting the information.

E. Responding to Requests for Information

1. Cascadia College employees shall not share, provide, or disclose personal information about any person for immigration enforcement purposes without a court order or judicial warrant requiring the information's disclosure or approval by legal counsel,

except as required by law. Requests by federal immigration authorities shall be presumed to be for immigration enforcement purposes.

2. Cascadia College employees shall immediately report receipt of any information request relating to immigration enforcement to the President's Office who shall document the request.
3. Cascadia College shall, to the extent allowed by FERPA or as otherwise advised by legal counsel, notify the student's parent(s) and/or guardian(s) of the request for information at the earliest extent possible.

F. Use of School Resources

1. Cascadia College's resources shall not be used to engage in, aid, or in any way assist with immigration enforcement.
2. Cascadia College's resources and policies regarding immigration enforcement shall be published and distributed to students and their parent(s) or guardian(s) on an annual basis. These resources shall include, at minimum;
 - i. Information about accommodations for limited English proficiency, disability accommodations, special education programs (if applicable), and tuition assistance grant or loan programs that may be available regardless of immigration or citizenship status;
 - ii. General information policies including the types of records maintained by the [higher education institution], a list of the circumstances or conditions under which the [higher education institution] might release student information to outside people or entities, including limitations under FERPA and other relevant law;
 - iii. Policies regarding the retention and destruction of personal information;
 - iv. The process of establishing consent from students and their parent(s) or guardian(s), as permitted under federal and state law, prior to releasing a student's personal information for immigration enforcement purposes;
 - v. Name and contact information for [higher education institution]'s designated point of contact on immigration related matters; and
 - vi. "Know Your Rights" resources and emergency preparedness forms to have completed in the event of a family separation.

Cascadia College Board of Trustees

Action Item 8.D

Subject: Artificial Intelligence

Justification:

The Trustees must approve all Board-level policy.

Background:

Based on current trends in artificial intelligence technology, the Trustees asked for the college to set a course supporting the ethical use of such technology while upholding the college's Learning Outcomes. The draft policy was formulated to provide such direction and will be followed up with college-level policy and procedure as necessary.

Recommendation:

"I move to approve the policy as proposed."

Action:

Trustee makes motion: _____

Trustee seconds motion: _____

Vote:

	Yes	No	Abstain
Hinojos			
Lee			
Ponto			
Qadri			
Quint			

Date of Adoption: _____



Board Policy: Artificial Intelligence	Policy Number: BP 05.01.13
Article: 5.) Library and Information Services Section: 1.) Library and Information Services	Adopted by the BOT:
Applicable WAC/RCW:	

Cascadia College is committed to developing policies and procedures surrounding the use of Artificial Intelligence (AI) as it pertains to its operational needs. The Board of Trustees recognizes the potential of AI to enhance creativity, efficiency, and the college's Learning Outcomes while emphasizing the importance of preserving independent thought.

The Trustees support these key principles:

1. AI should be regarded as a supportive tool rather than a replacement for critical and independent thinking.
2. The college will ensure the ethical integration of AI into its operational, educational, and administrative processes, aligning with its mission and values.
3. Policies (as needed) and procedures will provide clear guidelines for the responsible use of AI across all college functions, including documentation of outcomes and actions related to unethical use.
4. Faculty, staff, and students will be provided with training and resources to ensure AI tools are used effectively and ethically to enhance the learning experience.

This policy reflects the Board's commitment to leveraging AI as a means to foster innovation and academic excellence while maintaining the integrity and core values of Cascadia College.

Cascadia College Board of Trustees

Action Item 8.E

Subject: President's Contract

Justification:

The Board is responsible for annually reviewing the performance of the President, making salary adjustments, and approving the on-going contract.

Background:

The Board conducted a review of the President's performance on December 4 and January 8. That review was delivered in executive session on January 15 and the Board finds the President to be in good standing.

Recommendation:

The Board recommends the following:

"Finding the President in good standing based on our review from December 4 through January 8, the Board moves to approve the 2025 Addendum to the President's Contract as presented in the Board Materials."

The contract addendum is attached.

Action:

Trustee makes motion: _____

Trustee seconds motion: _____

Vote:

	Yes	No	Abstain
Hinojos			
Lee			
Ponto			
Qadri			
Quint			

Date of Adoption: _____

Report to the Trustees

November Meeting 2024

Events & Advocacy Board

Cascadia College

By Olivia Kent- Horton, Advocacy Chair



Events

Spooktacular October 31st

- 123 Students attended
- Students celebrated Halloween with free food, crafts, a costume contest, scary-karaoke and more.



Veterans Day Candy Apple Tabling- Nov 6th and 7th

- 196 students attended over 2 days of tabling
- Students learned more about the history of Veteran's Day, had the opportunity to celebrate personal family members in the military/ military branches, and enjoyed Candy Apples, hot chocolate, and tea!

Upcoming Events

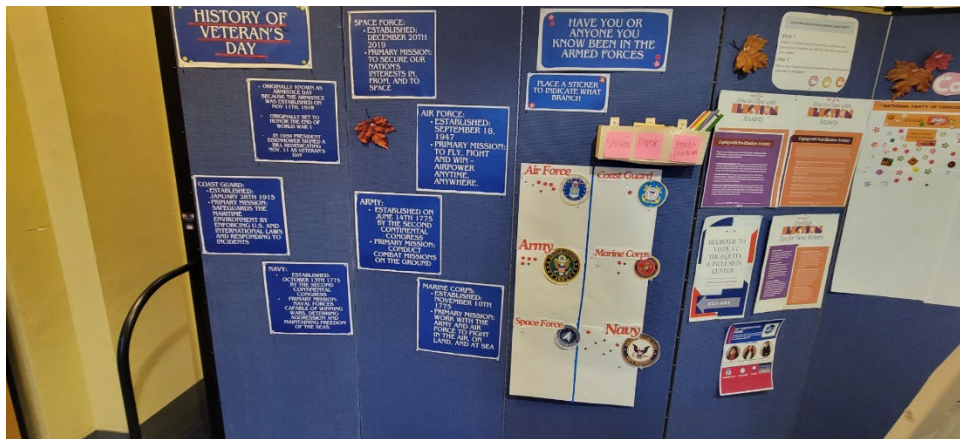
- Global Thanksgiving November 21st

- Where students will be able to learn about some of the cultural clubs at Cascadia as well as try some cultural food from each participating club. There will be presentations, food, and cultural activities
- Mood Mixer November 26th
 - A tabling event where EAB members are making Italian sodas and taking the opportunity to ask students how the quarter is going and their Cascadia experience

Advocacy

Voter Registration and Education

- We had a decorated rolling display board with a Candy Election simulating the national election and had new, returning, and non-voter educational materials and resources. During tabling students put star stickers on which candy/snack party they liked the best
- 592 people who attended tabling which was done over 3 days
- 10 students registered to vote, and 3 students re-registered to vote





Report to the Trustees

January Meeting 2025

Events & Advocacy Board

Cascadia College

By Olivia Kent- Horton, Advocacy Chair

Events

De-Stress Fest

Head Count:

- Inside the Overlook: 229
- At the Loading Zone/petting zoo: 322

EAB hosted a De-stress Fest to help students relax and have fun before finals week. We had a petting zoo, which was very popular with students. We also had cookie decorating upstairs in the Overlook. We had different arts and crafts alongside Mario Kart and other activities. Students enjoyed the event, saying it was fun and successful.



Winter Wave Goodbye

Head Count: 846



During this tabling event, EAB engaged students over several days, offering cookies, ChapSticks, and a hot drink bar with cocoa, apple cider, and tea. Alongside these treats, we encouraged participation in our College 101 survey, where students provided valuable feedback on their College 101 class experience. At different times each day, the event reached many students, fostering happy smiles after student's finals.

Upcoming Events

Winter Involvement Fair – January 15 & 16, 12:30pm – 2:30pm

Our quarterly Involvement Fair will give students a chance to learn about campus resources, how to join clubs and hopefully meet some new friends!

Global Gratitude - January 22nd 4pm-7pm

EAB, in collaboration with International Programs and Cascadia cultural clubs, will be hosting Global Gratitude, highlighting how different cultures celebrate gratitude. Students can enjoy various activities, including origami, cultural dance performances, and cultural board games. The event will also feature food from different international cuisines, allowing students to engage with diverse traditions of practicing gratitude. This event was originally scheduled for November but was postponed due to the power outage.

Advocacy-

Common Hour

Last year, a survey revealed student support for a Common Hour: a dedicated break between classes for students to relax, study, socialize, attend campus events or meetings. During Winter quarter, EAB will be marketing example schedules and encouraging students to take the survey to provide feedback on how a Common Hour could be integrated into the academic schedule.

Legislative Advocacy Day

January 30 is Legislative Advocacy Day, a time coordinated for the community and technical colleges to meet with their state representatives in Olympia and champion the needs of current students at Cascadia. The agenda for these meetings is currently being created.



Washington Public Employees Association UFCW Local 365

Report to the Board of Trustees Cascadia College

Meeting Date: 11/20/2024

- **Local Union News:** The Boeing International Association of Machinists and Aerospace Workers Union strike ended November 4th after 53 days. Their new contract includes a 43% compounded wage increase over the next 4 years.
- **Parking Presentation**
- **Bargaining Update/OFM's Refusal to Negotiate:** By rejecting the offered contract in September we have not "given up" the first year's COLA nor does this mean we cannot have a contract ratified in time for next year. There is opportunity until the end of the WA legislative session on July 1st. This is why we are trying to resume negotiations with OFM as soon as possible, and why OFM's delay and outright refusal is such a slap in the face.
- **New Letter Writing Campaign:** <https://www.wpea.org/bargainingdatesletter.html>
 - OFM has threatened to file spurious Unfair Labor Practices three different times against the union in retaliation for the letter writing campaign over *just the last two weeks*.
- **Monthly in person member meetings:** 2nd Thursday at 11am in CC1-010.
- **Wear Blue on Wednesdays**
- **Give the Gift of Union:** Union member food drive! Donate food to your local food bank, snap a pic and send it to solidarity@wpea.org for entry into a raffle for \$50 gift cards. Winners will be announced on December 11th. For more information visit <https://www.wpea.org/gift.html>.

PARKING RATES FOR CLASSIFIED EMPLOYEES

- ▶ Classified staff pay \$132.50 per quarter, or roughly 1% of annual income for the average classified employee
- ▶ The average across our peer colleges is \$7.27 per quarter, the highest being \$25.
- ▶ Classified staff pay 1,822% more than that average
- ▶ This is the number one issue of concern brought up by classified employees for years (including at our most recent October meeting).

PARKING FOR CLASSIFIED EMPLOYEES AT CASCADIA

THE BUSINESS DECISION

- ▶ About \$25,000 or 0.087% of the projected 24-25 revenue/expenses

Vs

- ▶ Our college remains a less competitive employer. The three closest community colleges (Edmonds, Columbia Everett Campus, and Shoreline) provide free employee parking.
- ▶ Employee morale remains negatively impacted.
- ▶ Recruitment & Retention problems remain unaddressed.
 - ▶ 21.7% turnover rate for classified
 - ▶ 8.0% turnover rate for exempt
 - ▶ 2.3% turnover rate for faculty

HOW CAN THIS CHANGE?

- ▶ Statewide Higher Education Collective Bargaining:
 - ▶ OFM as the college's representative has rejected all past attempts to negotiate at this level.
 - ▶ This is a niche issue (Cascadia College is the ONLY college with this problem)
 - ▶ Likely earliest change possible is July 2026.
 - ▶ Takes all power and flexibility out of Cascadia College's hands.
 - ▶ Sends a message.
- ▶ WPEA initiated Demand to Bargain: Not Applicable.
- ▶ Cascadia College initiates negotiations or changes
 - ▶ Can do this at ANY time.
 - ▶ This only opens negotiations, it does not bind the college to any particular resolution.
 - ▶ Cascadia College retains full power and flexibility over the issue.
 - ▶ Sends a message.

IN SUM

Cascadia College is the only party that can initiate any parking changes for classified staff anytime soon.

This power rests solely with you the trustees and president Eric Murray (I have confirmed this with HR).

I ask that at the very least you use this power to open negotiations with WPEA. I also ask that the college provide free or severely reduced parking rates for classified staff in order to bring Cascadia College in line with peer institutions.