



CASCADIA COLLEGE BOARD OF TRUSTEES

Wednesday, November 20, 2024



November 13, 2024

Dear Trustees and Community Members:

October has been a busy month. The campus is full, we're prepping for Winter, we've been hosting conferences, and we're staying connected with our community and students.

The highlight of the month was probably the Student Scholarship Reception where we introduced scholarship recipients to their donors. It was a powerful and fun event.

It's also been great to connect with each of our city councils, chambers, and school districts as we deliver the State of the College address in each of those places.

I look forward to seeing you at the meeting.

Eric Murray
College President

President's Activities since we last met:

Campus

- Foundation Board meeting (x2)
- Foundation Student Scholarship Reception
- College Advisory Council
- Deans & Directors meeting
- New Employee Coffee for Three (x2, 4 employees)
- EAB Chair (x1)
- Labor Management Committee
- Fall DIA
- Budget Council
- Annual Student Cooking Show

Community / State

- Leadership Eastside (x3)
- State of the College Presentation: Duval City Council, Northshore School District, Redmond City Council, Woodinville Chamber of Commerce
- WACTC Weekly Calls (x2)
- 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
- Kyle Stannert, City Manager Bothell
- Salmon Tales, Fundraiser for Salish School of Spokane

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:

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.

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

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 on 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

BOARD OF TRUSTEES REPORT—STUDENT LEARNING DIVISION (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.

From the Vice President for Student Success Services, Erin Blakeney

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

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.

From the Executive Director of the Foundation: Brittany Caldwell

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





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, November 20, 2024
4:00 p.m.

Cascadia College
18345 Campus Way N.E.
Bothell, WA 98011
CC2-260
or [via Zoom](#)

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

**Wednesday, November 20, 2024
4:00 p.m.**

AGENDA

1. PUBLIC MEETING CALL TO ORDER

2. CONSENT AGENDA

A) Meeting Agenda

B) Minutes from last meeting – October 16, 2024

3. PUBLIC COMMENTS

Cascadia College reserves up to 30 minutes for members of the public to comment on topics related to the meeting's agenda. Each speaker is allotted up to three minutes to provide their comments.

At the discretion of the Board Chair, comments about topics not on the agenda may be heard. Those who wish to provide comment to the board outside of the agenda's allotted time or its designated topics may submit their remarks in writing up to seven calendar days after the conclusion of the meeting. Written comments will be distributed to all board members.

4. NEW TRUSTEE

Introduction of Shahryar Qadri

5. NEW EMPLOYEES/PROMOTIONS

Introduction of New Employees/Promotions

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 - None

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 MEETINGS of the BOARD

Wednesday, December 4, 2024 – Executive Session Only

Wednesday, January 8, 2025 – Executive Session Only

Wednesday, January 15, 2025 – 15 min Executive Session followed by Public Session

12. EXECUTIVE SESSION (directly after public 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.

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.

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**Minutes Regular Meeting
Cascadia College Board of Trustees
October 16, 2024**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

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

Susan Thomas (recorder)
Thais Lima (presentation assistant)

AUDIENCE

Audience members via Zoom included: See Addendum A

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

Chair Angie Hinojos called the meeting to order at 4:00pm

2. CONSENT AGENDA

Chair Hinojos asked for approval of the consent agenda.

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

APPROVED. Unanimously. Trustee Quint Abstained.

3. PUBLIC COMMENTS

There were no public comments

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS

New Employees

EAB:

- Leila De Folo – Programming Chair
- Olivia Kent-Horton – Advocacy Chair
- Taylan Allison – Event Coordinator
- Shaezel Khan – Event Coordinator (absent)
- Molika Ny – Event Coordinator

Cascadia:

- Jamie Rocco, Customer Service Specialist 3

- Elizabeth Merritt, Customer Service Specialist 3

Promotions/Changed Positions

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

5. INFORMATION ITEMS

- **Fall Quarter Enrollment Update**

Erin Blakeney shared the Enrollment Update Slide Deck and discussed:

- Preliminary 10th Day Update
- Overview #s
- Fall Trend
- FTE by Fund Source

Cascadia enrollment numbers are up from the report; almost 20% overall. Classes are full, the energy is really great; feels like pre-covid. Enrollment for multiple quarters will launch this Friday and registration starts the 1st of November.

6. DISCUSSION ITEMS

- **Faculty Focus**

Dr. Levett introduced Dr. Soraya Cardena, Ph.D. who discussed her work centering A.I. in class discussions on ethics and inequities. She presented “Unfolding A.I. in the Classroom” and discussed:

- What is artificial intelligence
- Why should we care
- Classroom Pedagogy
- Ethics
 - College 101: College Strategies: Debate
 - SOC 150: Social Inequality: Quiz & Group Qs
- A tool in the classroom: Chat GPT
 - SOC 440: Society and Ethics in the Digital Age

- **Monthly Finance Report**

Sean Poellnitz presented the October Finance Report and discussed:

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

- **Foundation – Year in Review**

Executive Director Brittany Caldwell introduced Kelly Snyder, Board chair who presented the overview of the 2023-25 Highlights – Fundraising Events; see presentation in packet for more information.

Kelly Snyder provided an overview of:

- Fundraising priorities
- Launched annual fundraising event: Pay it forward
- Growth of Board
- Expanded outreach/donor development strategies
- First full ride scholarship this year
- Data sharing agreement with college
- Exceeded 3M total assets for the first time
- Impacted 316 students

Brittany Caldwell discussed:

- Growing support for students
- Endowment Growth
- Adequate Consideration Report
- Fundraising Priorities for this year
- Events: Three this year
 - Scholarship Reception Event
 - 25th Anniversary Celebration
 - Rose Revival Fundraiser

- **Administrative Services - Year in Review**

Sean Poellnitz presented on Administrative Service's 2023-24 work:

- Administrative services includes:
 - Information Technology Services
 - HR
 - Facilities and Capital Projects
 - Payroll
 - Finance
- Five ways to build:
 - Shift from reactive to proactive
 - Responding to Solution-Based
 - Agility and Flexibility
 - Culture and People-Centric Focus
 - What Got Us Here Won't Take Us There
- Finance Review

7. RECOMMENDED ACTION ITEMS

- **Faculty Emeritus Status Award**

The Trustees must approve the granting of Emeritus status.

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

Motion to approve: Trustee Quint
Seconded: Trustee Lee
APPROVED: Unanimous, No abstentions

- **Authorization for Use of Reserves**

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

Dr. Murray presented the CC5 Building Project Readiness Funding Request: “Design money” for CC5 was allocated at the beginning of the current biennium (July 1, 2023). That money has been expended and we have completed the design for the new building. However, in order to be “shovel ready” when our construction money is allocated in July 2025, we must begin architectural final drawings. This money is available with the July 2025 allocation. However, in order to not delay the project another 8 months, borrowing from the Reserves now (and paying it back after the allocation), is in the college’s best interest. Correction to estimated cost: 100k

Motion to approve: Trustee Lee
Seconded: Vice Chair Ponto
APPROVED: Unanimous, No abstentions

8. OTHER REPORTS

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

Student representative Olivia Kent-Horton shared information on events and advocacy the EAB is sponsoring and planning:

- The Ice Cream Social was a big success; they served 380 students in four hours
- The Fall Involvement Fair had 360 students attend
- Spooktacular will be on Thursday, October 31 in the ARC, and will include snacks, prizes, a magician, a move and more
- EAB is preparing voter education resources and activities to help students to be engaged over the weeks leading up to the election
- Kodiak cave is offering comfort kits for students to practice self-care during the election season

- **Cascadia Community College Federation of Teachers**

See Dave Shapiro’s board report in the packet.

- **Cascadia Classified Union Washington Public Employees Association**
Ryan Higgins presented a slide deck discussing the WPEA UFCW Local 365 Collective Bargaining Agreement:
 - WPEA represents 5,000 state employees
 - Cascadia classified employees negotiate with a coalition of 13 community colleges
 - What is the Collect Bargaining Agreement
 - This year 91% of members voted no
 - Why? Compensation
- **Board Chair and Individual Board Members**
 - **Vice Chair Ponto** attended the NSD meeting on Monday and appreciated the updated notes that were provided. She also attended the Trustee Tuesday Meeting.
 - **Trustee Lee** attended the LWSD board meeting.
 - **Chair Hinojos** about her work with many students and hears so much positive feedback about their experiences here at Cascadia.
 - **President**
 - Dr. Eric Murray was at the Bothell City Council meeting last night; it was his first address of the State of the College this Fall. It went very well, Cascadia has a good relationship with Bothell City Council. Dr. Murray will be doing more presentations in the next few months.
 - UWB and Cascadia are hosting the National LGBTQ Conference this week; our campus is shining.
 - Please register for the Foundation's Scholarship Celebration this month; your attendance would be appreciated.

9. OTHER BUSINESS/ANNOUNCEMENTS

No other announcements.

10. MEETING ADJOURNMENT

Chair Hinojos adjourned the meeting at 6:02pm.

11. Minutes Approved and Adopted on, November 20, 2024.

Angie Hinojos, Board Chair

Attest:

Dr. Eric Murray, President
Bdminutes 10/16/2024

Addendum A

Board of Trustees Meeting Attendance	Present
Eric Murray, President	X
Angie Hinojos, Chair	X
Colleen Ponto, Vice Chair	X
Alex Lee, Trustee	X
Meghan Quint, Trustee	X
Ellen Evans, AAG	X
Erin Blakeney	X
Kerry Levett	X
Chari Davenport	X
Sean Poellnitz	X
David Shapiro	X
Ryan Higgins	X
Olivia Kent-Horton	X
Thais Lima	X
Susan Thomas	X
Brittany Caldwell	X
Mark Collins	X
Michael Horn	X
Laura Hedál	X
Meagan Walker	X
Tonio Shimono	X
Shawna Pitts	X
Kelly Snyder	X
Soraya Cardenas	X
Victor Begay	X
Yukari Zednick	X
Shandy Stomieroski	X
Molika Ny	X
Leila De Folo	X
Taylan Allison	X
Teya Viola	X

Shannon Bath	X
Erik Tingelstad	X
Tasha Vice	X
Becky Riopel	X
Jason Rue	X
Ana Nina	X
Steve Kroeger	X
Jamie Rocco	X
Gordon Dutrisac	X
Chantal Carrando	X
Zuzana Regan	X
Elizabeth Merrit	X
Judy L.	X

Addendum B

October Finance Report PowerPoint to follow

DRAFT

CASCADIA
COLLEGE

ADMINISTRATIVE SERVICES

October Finance Report

As of Oct 11, 2024

www.cascadia.edu

October Finance Report

CASCADIA COLLEGE PROJECTED 24-25 BUDGET

GENERAL OPERATIONS	23-24 FINAL (Final 2024)	24-25 PROJECTED (a/o June 2024)	24-25 PROJECTED (a/o October 2024)
Revenue			
State Allocation	16,073,266	16,625,666	16,774,851
State Allocation Error			(400,000)
Tuition	11,218,685	12,902,496	12,253,636
Fee & Other Income	622,044	510,000	663,014
Reserve R&R-State	103,537	-	-
Operating Drawdown	1,231,801	1,000,000	1,100,000
TOTAL	29,249,333	31,038,162	30,391,501
Expenses			
Salaries & Benefits	21,267,486	23,079,284	23,079,284
Est Vacancy Savings	\$ -	(500,000)	\$ (1,064,018)
Goods & Services	7,657,273	8,030,240	8,030,240
Other		-	
Innov+FA Fee+S&A	324,574	301,577	318,000
TOTAL	29,249,333	30,911,101	30,363,506
GRAND TOTALS			
Revenue	29,249,333	31,038,162	30,391,501
Expenses	29,249,333	30,911,101	30,363,506
NET	(0)	127,061	27,995



October Finance Report

RESERVES

1	Available Reserves a/o Nov 2023	
1A	Local Funds	\$10,127,000
1B	Bonds (available 9/24)	\$1,255,000
1C	Bonds (available 2025)	\$2,550,000
1D	Bonds (available 2026)	\$2,550,000
1E	LGIP	\$2,168,407
		\$18,650,407

2	23-24 Expected Drawdown	
2A	Repair & replacement	\$1,088,921
2B	Operational Deficit	\$1,231,801
		\$2,320,722

3	24-25 Desired Reserve Expenditures	
3A	Repair & Replacement	\$1,084,000
3B	Operational Deficit	\$1,100,000
3C	FEMA Grant	-\$455,000
		\$1,729,000

SUMMARY

\$ 18,650,407	Available
\$ 2,320,722	23-24
\$ 1,729,000	24-25
\$ 14,600,685	TOTAL

Reserve Best Practices:

Statewide average Reserve to Expense	Board Policy Minimum = 12%	Current Cascadia Projection:
\$7.59M	\$3.64M	\$14.6M



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.

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.

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

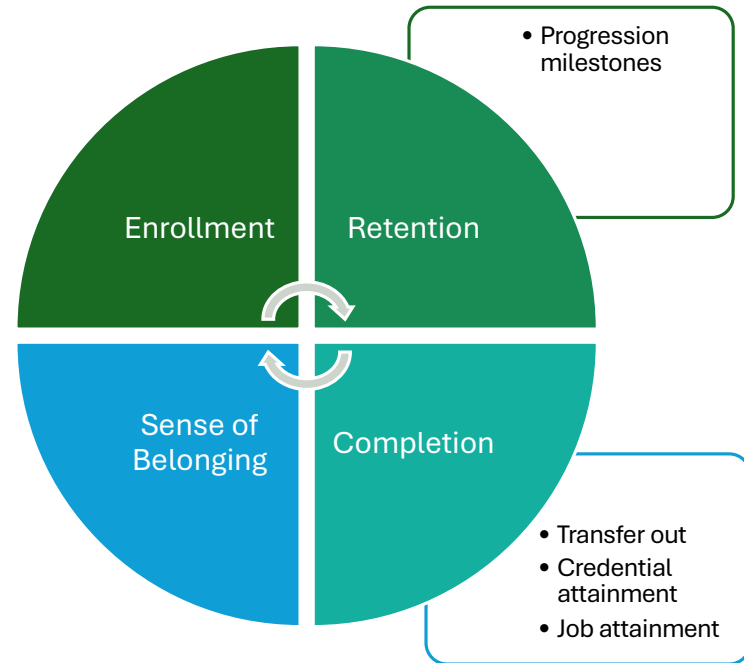
Strategic Initiatives 2024-2025

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:

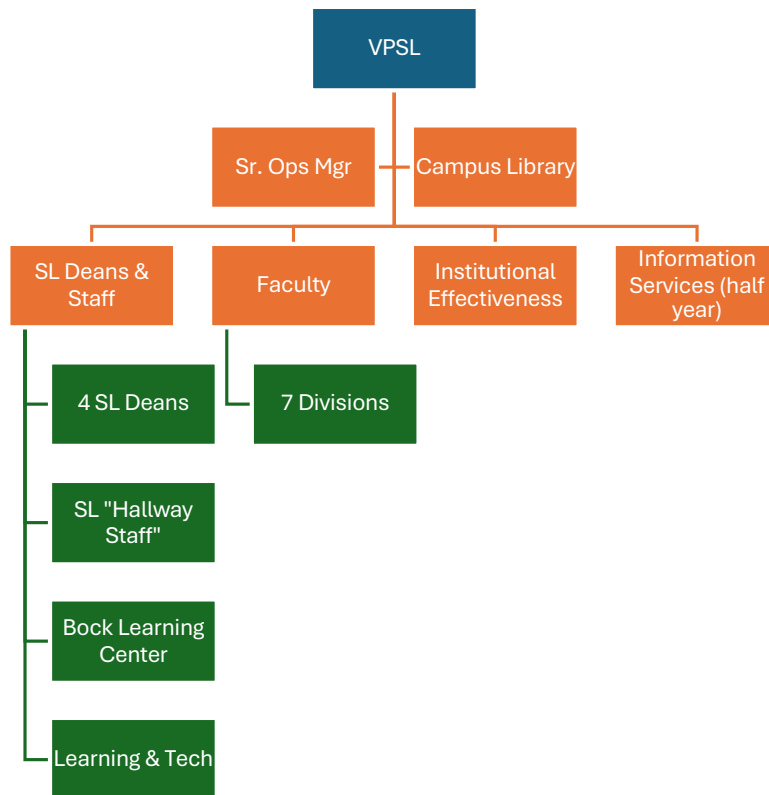
- 7.C.1 SL Year in Review slide deck
- 7.C.2 Integrated Learning
- 7.C.3. TLA annual report
- 7.C.4 Assessment Committee Summary



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

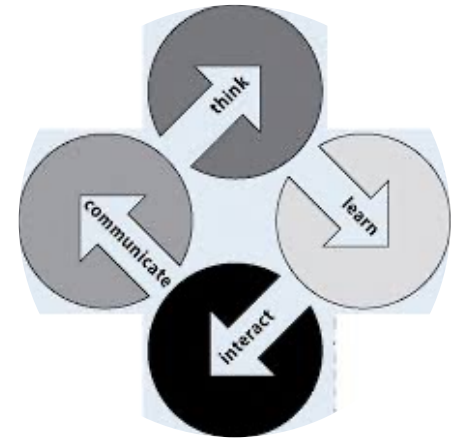
Expanded Integrating Learning options (see 7.C.2 – Integrated Learning)

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 development (em daniels, Jeremiah 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.

**WHEN TO
SUBMIT**

**WHERE TO
SUBMIT**

**WHO
DECIDES**

**HOW THIS
GETS
PUBLISHED**

"PERPETUAL"

When revising
COGs

Uses SLC review
process

SLC, using
approved IL
outcomes

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

ANNUAL

By the end of week
1 Winter quarter

Online form
goes to Student
Learning Deans

Student
Learning Deans

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

QUARTERLY

End of quarterly
schedule edit period

Online form goes to
Student Learning
Deans

Dean who
administers IL

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.

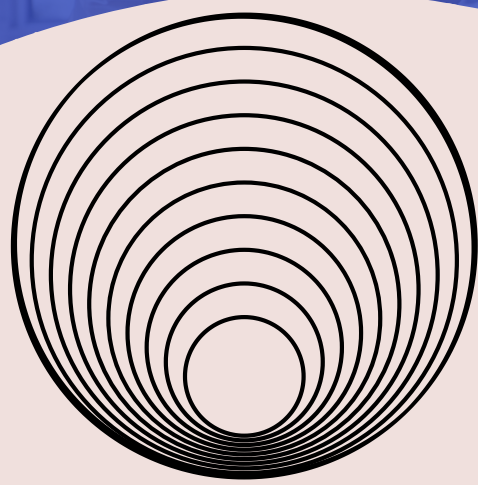
Proposed budget 2024-25:

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

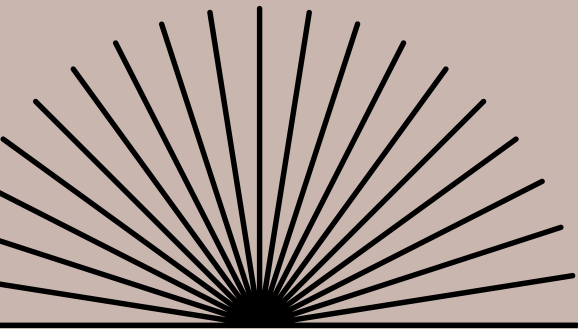


Continuous Improvement for student learning, achievement, and equity.

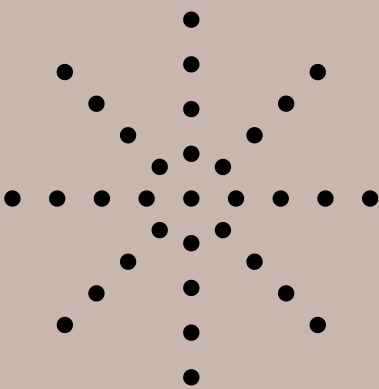
This is **year two** of the assessment cycle and academic unit review process. This year all faculty will be reviewing the data, drafting Area of Interest level outcomes, and developing improvement plans.

When?

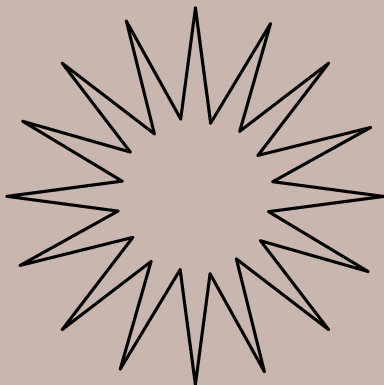
This year we continue to leverage our DIA time for most of these activities



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



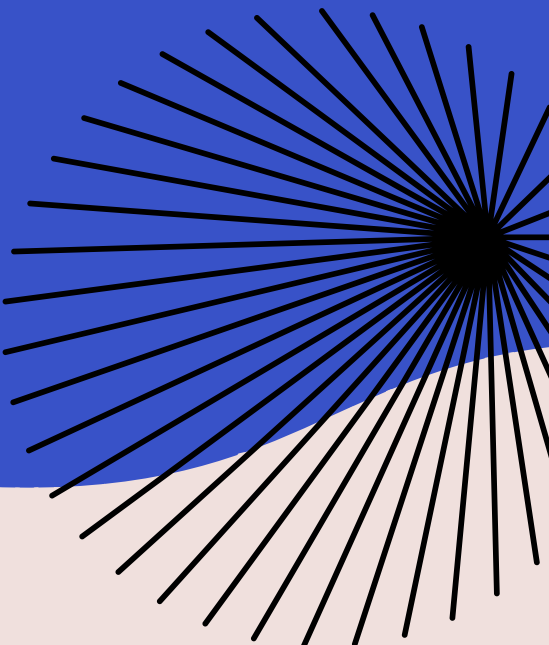
Winter--
Faculty analyze
SLO data,
Faculty receive
instructions for
reflections



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%

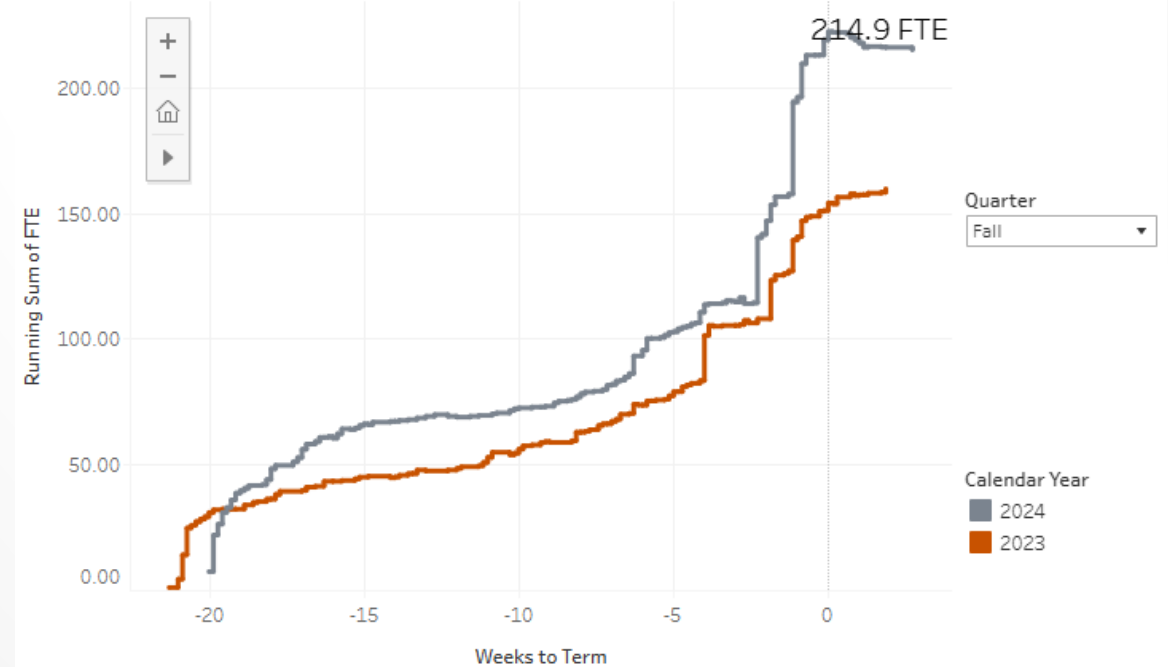
Enrollment Count	Fall 2023	Fall 2024	Change
CMST&	5	13	160%
COLL	21	21	0%
ENGL&	24	21	-13%
ESL	6	31	417%
NUTR&	6	23	283%

INTERNATIONAL PROGRAMS: FALL 24 ENROLLMENT SNAPSHOT – 34% GROWTH

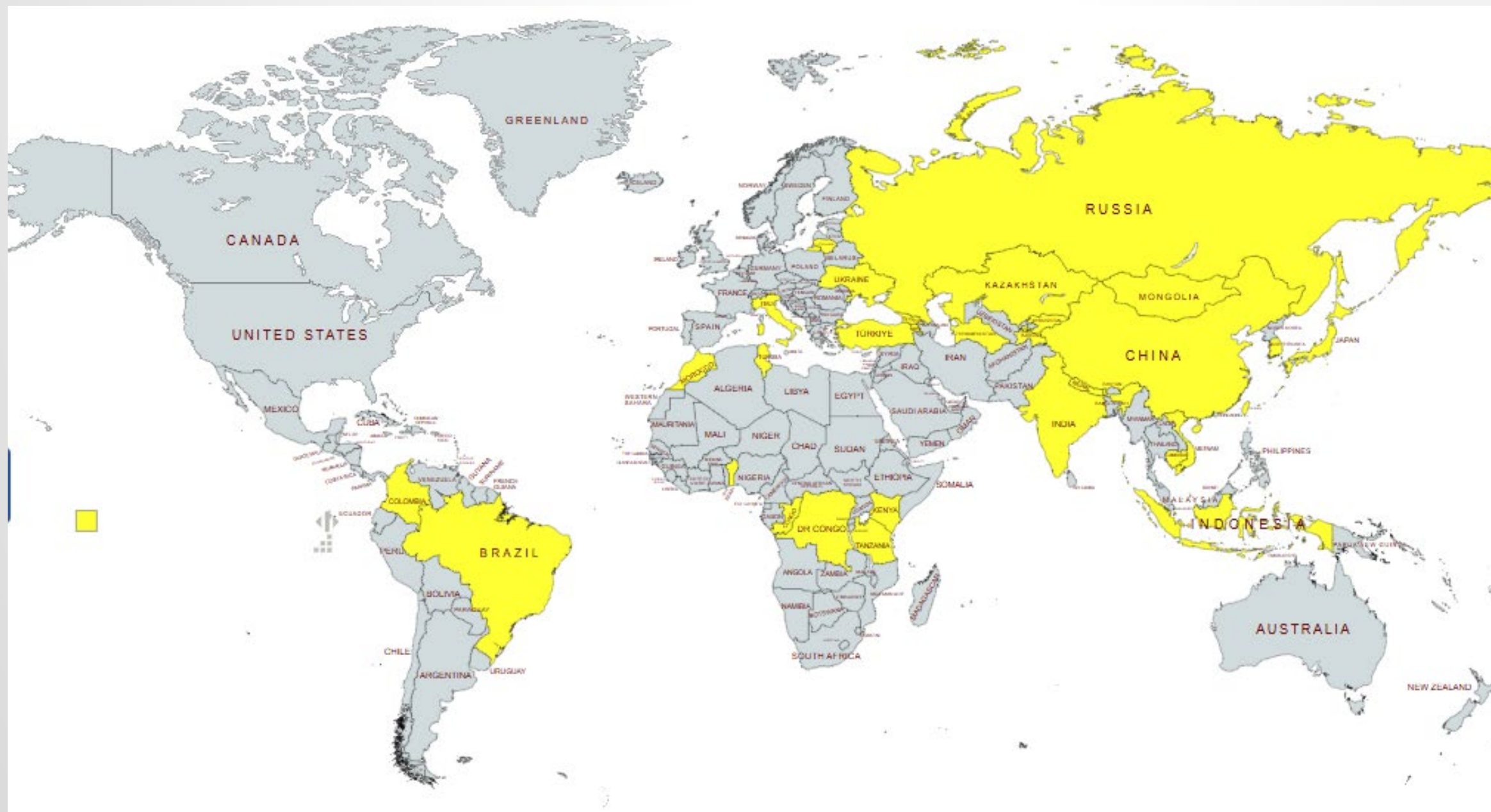
Total International FTE	Fall 23	Fall 24
College	118	157
English Foundations	42	58

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**



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)

*From January 2024 - Present

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*

*both campuses excluding specific UWB events

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

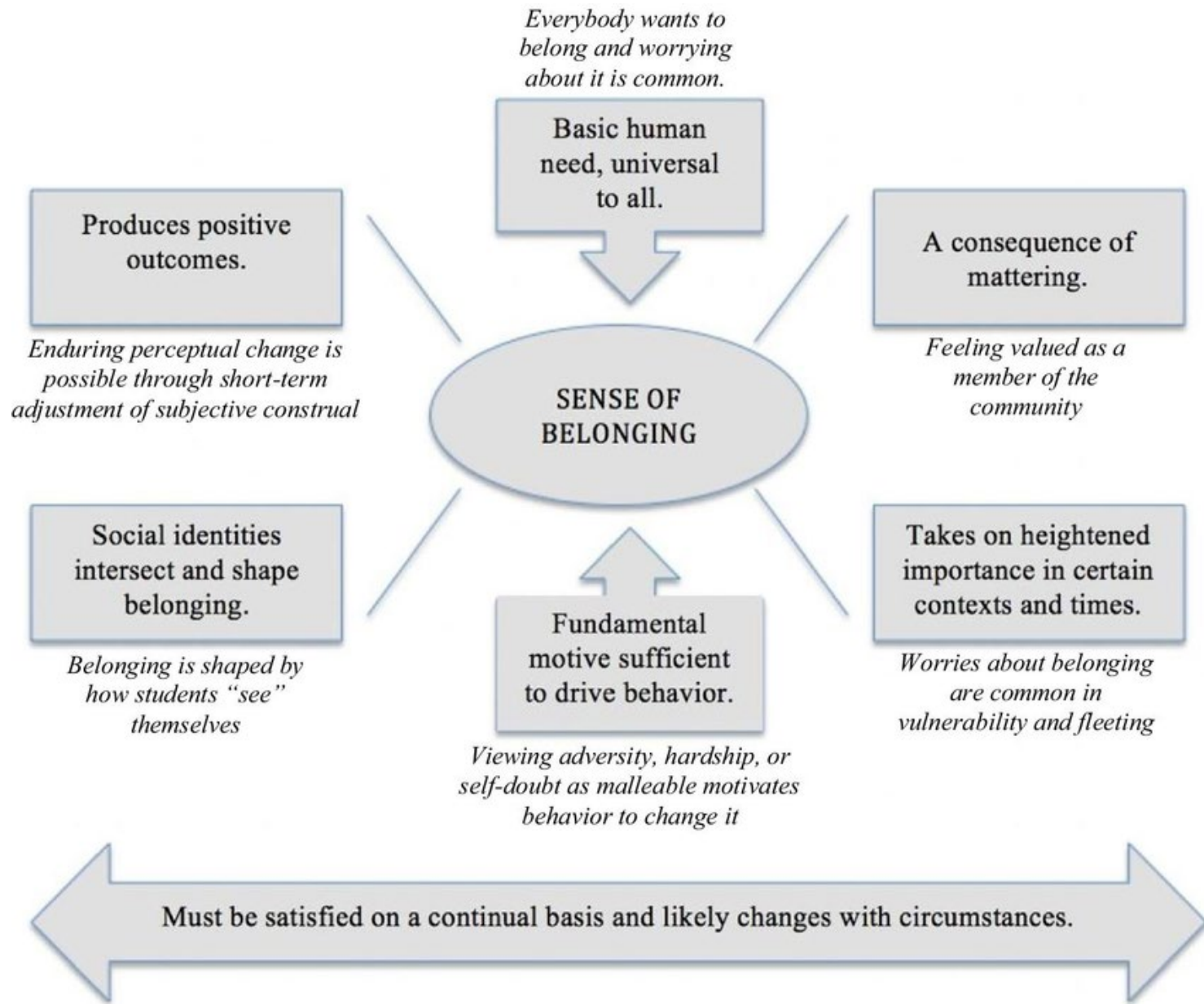
What Is a Sense of Belonging?

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:

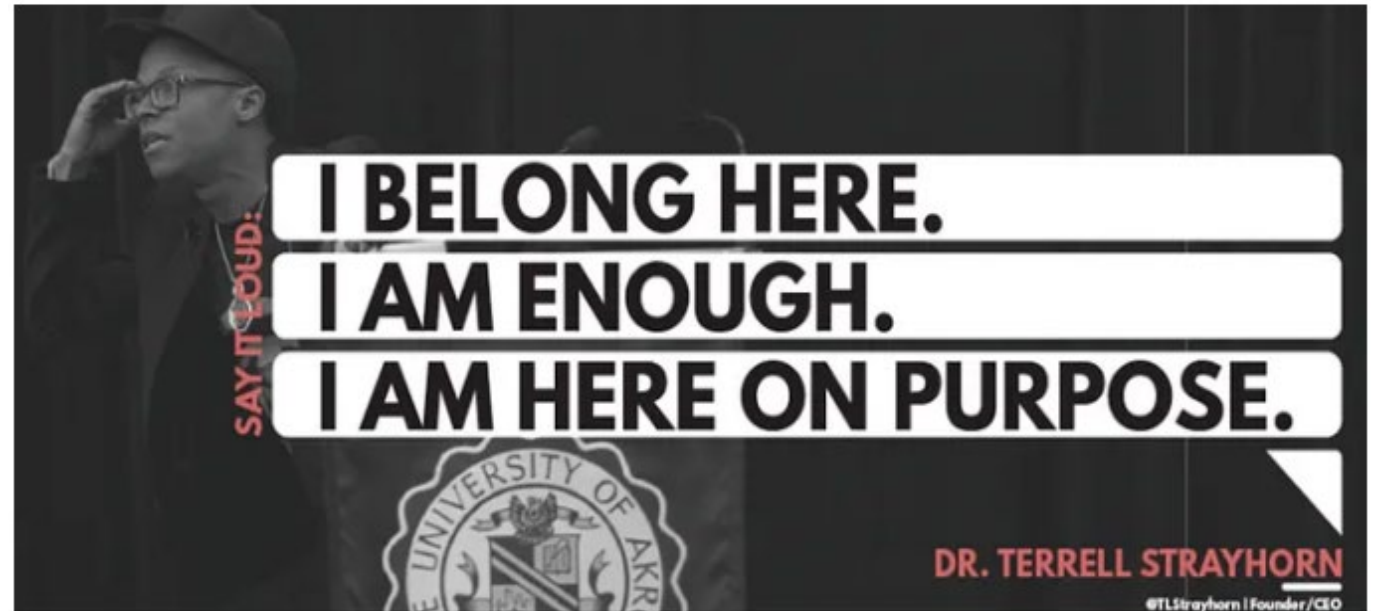
- Assume you know a student’s story/background
- Critique what a student is wearing
- Assume they are comfortable asking for help
- Assume they know where things are on campus (resources, classrooms, computers, etc.)
- Use acronyms

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





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

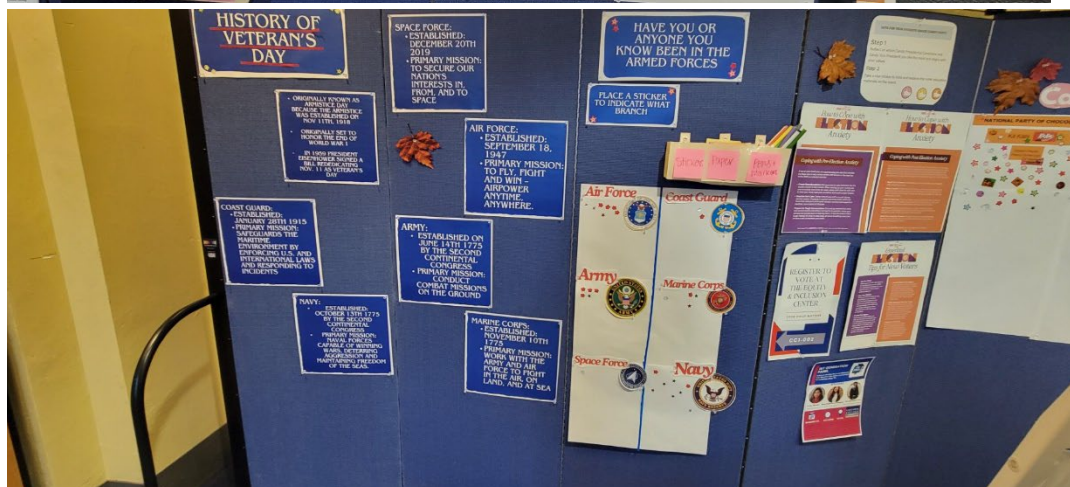
- Global Thanksgiving November 21st
 - o Where students will be able to learn about some of the cultural clubs at Cascadia as well as try some cultural food from each participating club. There will be presentations, food, and cultural activities

- Mood Mixer November 26th
 - o 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



Cascadia Community College Federation of Teachers Local 6191, AFT



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

❖ Curiosity and Introspection

In her statement to membership following the recent Presidential election, American Federation of Teachers' President, Randi Weingarten wrote:

"Many people today are devastated; many are excited. Many wonder whether the arc of the universe does bend to justice; many wonder whether our democratic institutions will hold.

"These are questions that are not knowable today, but I pray we are curious and introspective enough to understand what happened and ask how we unify the country. What binds us as Americans is far more important than what divides us.

"I do know one thing: Educators, healthcare professionals and public employees will be doing everything they can to make a difference in the lives of the people they serve. And our guiding principle will be to continue to do the work to improve people's lives: to fight for our children's future and the promise of America."

CCCFT members share President Weingarten's guiding principle as we, too, come to the classroom and all our professional responsibilities every day with that same aspiration for our students, our colleagues, and our communities.



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

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- ▶ 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.

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