



CASCADIA COLLEGE BOARD OF TRUSTEES

Wednesday, February 19, 2025



February 12, 2025

Dear Trustees and Community Members:

Welcome to our February meeting when we kick off both our Tenure process and our Budget process. We'll explain these topics and how we proceed throughout the spring during this month's meeting.

Enrollment and retention continue to be great and despite inclement weather and unpredictable federal mandates, we are managing well.

Efforts this month have also included more training and guidance on the Keep Washington Working Act (the policy you approved last month) and determining if any of our federal grants have been in jeopardy during this time of changing administrations.

See you soon.

Eric Murray
College President

President's Activities since we last met are below.
As a reminder, I was in Work-From-Home status much of this month.

Campus

- Title IX Training (first 30 hours of 40 required)
- College Advisory Council
- Budget Council
- Executive Team Budget Planning Retreat
- Co-Facilitated a Foundations of E&I Course

Community / State

- Leadership Eastside (x5)
- State of the College Presentation: Woodinville City Council
- Dr. Ettore Palazzo, CEO Evergreen Health
- Dr. Amy Morrison, President of LWIT
- Kyle Stannert, City Manager Bothell
- Rob Karlinsey, City Manager Kenmore
- Bothell City Council 25th Anniversary Proclamation
- Olympia (one day), Legislative Efforts

UWB

- Monthly meeting

From the Vice President for Administrative Services, Sean Poellnitz:

Board Summary – Vice President for Administrative Services

Compliance The team is reviewing policies to align with the latest federal Title IX regulations. Workforce support continues with employee accommodations, labor relations, and workplace investigations. Additionally, we successfully submitted OSHA 300A reports, ensuring compliance with workplace safety requirements.

Facilities Classrooms were reconfigured to meet Student Learning needs, and construction planning and prep activity on CC5 is moving forward, with 90% of documents completed and a permit application submitted. Preparations are also underway for minor works, including converting the Chemistry lab into a Biology lab and remodeling the former coffee shop.

Finance welcomed Jacinth Nurse as Assistant Accounting Manager, bringing valuable experience from the State Auditor's Office. The team made significant progress in bank reconciliation, completing 635 transactions in January.

Human resources & payroll The team successfully launched a new Employee Assistance Program (EAP) in partnership with the State of Washington, providing confidential support to employees and their families. Faculty benefits reviews were completed for 78 faculty members to ensure accurate coverage, and HR continues to offer key training programs to enhance employee engagement and retention.

Information technology services recently conducted its first phishing simulation, with only 2% of employees failing the test. Those affected received immediate training to strengthen cybersecurity awareness. Tonio Shimono led the department initiative around upgrading printers and copiers to improve security and functionality across campus.

From the Vice President for Inclusion, Advocacy, and Community, Chari Davenport:

With the support of the Executive Team and continuing our mission to advance inclusion, we have renamed the Office of E&I to the Office of Inclusion, Advocacy, and Community. We strongly believe in the work we do and it is our priority to protect the efforts that Cascadia has done through the years to foster the inclusion of the entire community. We want to sustain this work in every way that we can, no matter where attacks on DEIA come from in the coming days.

We recognize there are several issues that include immigration, citizenship, LGBTQ+, individual and community health care, as well as, our global position. We will continue our efforts to ensure that all faculty, staff, students, and our community partners feel welcomed and included in our spaces. As an institution, we are more committed than ever to be successful in these areas.

Foundations of Inclusion and Advocacy – We are very excited to report that we will facilitate two sessions of the Foundations course for an outside community partner (O’Brien360). Beginning in March 2025, we will work with a group of 24 ‘students.’ We are looking forward to this new effort and hope to have more community partner sessions in the future.

Center for Inclusion, Advocacy, and Community –

- The Center is quite busy this term. In addition to holding space for those who want to talk, listen, share, and be in community - this month we will highlight:
 - Black History Month
 - National Freedom Day
 - World Day of Justice

Cascadia Scholars –

- We have two students working with us this term:
 - Robert Cole – a returning student and we are delighted to work with him again
 - Juan Diego Marmolejo – a new student who will be doing marketing, outreach, and engagement
- In February we will offer the following for our Scholars:
 - Learning to use AI ethically with Dr. Cardenas
 - Elevating your resume and interviewing skills with Maia Wood
 - Media literacy to navigate information with Professor Ortiz

Social Justice and Student of Color Conferences – This year we will continue our work with the Northshore and Lake Washington School Districts. Each will bring a larger number of students to Cascadia again this year.

We are also getting reports that a number of conference attendees are now registered students at Cascadia. We hope to find a way to track these students, so we can report hard numbers in the future.

The Office of Inclusion, Advocacy, and Community will continue 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:

Faculty Updates

Rie Tsujihara, associate faculty in Japanese, has just published a new book, *Concept-based Language Instruction. Usage-based Linguistics and Sociocultural Theory in Teaching Japanese*, from Routledge. The book introduces a new language teaching methodology called concept-based language instruction. The first chapter is open access, and the full book is available digitally through the UW library ([link here](#)).

English faculty member, **Dr. Jessica Ketcham**, was selected for an honorary writing residency with *The Seventh Wave*, BIPOC- and queer-led literary magazine and organization who publishes work that deeply engages with social issues. For two months in the Spring 2025, Ketcham will be working on three essays for publication.

On January 14th, Math faculty **Megan Luce** and **Linda Richard** presented at the Northshore central office to a district wide meeting of high school counselors. The two shared information about Cascadia's updated math placement policy, explained the rationale behind recent changes and took time to answer questions from the counselors; the information was well received.

Dr. Brian Bansenauer hosted Damen Schuneman, Career and Technical Education (CTE) Director for the Northshore District on February 7th. The purpose of the meeting was to share information about Cascadia's NSF Mentorlink grant for which Brian is the project lead. After a tour of Innovation Hall, the two discussed potential opportunities for collaboration between Northshore and Cascadia IT programs.

Project Updates

- The Student Learning staff are providing **accessibility support** for faculty to make Office documents ADA-compliant.
- **The Corequisite Math** grant Cascadia applied for in December was approved by the SBCTC; they will provide funding for the college to work with Almy Associates to develop a comprehensive plan that will help the college develop corequisite math courses at scale within two years. College faculty and staff involved with the project include math faculty **Linda Richard** and **Megan Luce**; enrollment services staff **Veronica Corral** and **Huda Sarhan**; Advising staff **Kris Pantan**, IR staff **Elizabeth Banning** and **Erik Tingelstad**, SL Dean.
- Faculty are working with their chairs and deans to update associate faculty pool job listings for accuracy, equity, and greater consistency.

From the Vice President for Student Success Services, Erin Blakeney

Enrollment Management

Outreach & Admissions:

- Hosted 20 students from Monroe High School for an information session and tour
- Hosted 6 attendees for private tours
- 17 students attended Cascadia Orientation and Registration Experience (CORE)

International Programs

Marketing & Recruitment:

- Assistant Director of Intl Marketing traveled to Spain to expand the agent network in January and is scheduled to recruit students in Kyrgyzstan in February.

Admissions & Advising:

- IP scholarships for current students are now open.
- International Student Advisors attended UWB transfer advisor workshop on January 17th.
- IP team hosted the Winter International Transfer Fair on January 27th. 45 universities and colleges from all over the country visited our campus to meet with and introduce their schools to international students. Prior to the fair, a virtual transfer workshop was also held to provide an overview of the transfer process to international students.

Prevention, Health & Wellness

Student Accessibility Services

Student Accessibility Services is partnering with TAC (Technology Accessibility Committee) to host Accessibility Study Groups. The study groups will bring Cascadia community members together to review Accessibility Courses offered by SBCTC as a co-hort. Best practices will be reviewed and how principles of digital accessibility can be applied to everyday practices at Cascadia.

Student Advising & Success Services

- In late January, a team of five academic advisors attended the NACADA Assessment Institute. At the institute, the team began developing an assessment plan for academic advising at Cascadia, including reviewing Student Advising Outcomes, developing Academic Advisor Outcomes, and identifying performance measures. The work completed at this institute will be the foundation for an annual assessment program to ensure academic advising effectively serves students.
- Academic advisors attended transfer workshops to receive updates on transfer programs at the University of Washington Bothell and Western Washington University.

Student Financial Services

- More than halfway through the 2024-25 year after FAFSA Simplification, we are seeing a definite increase in Pell eligible students. SFS has originated almost \$400k more in Pell Grant funds in 24-25 than we did in 23-24 for about the same number of students, with 4 months still to go.

Student Life

- The Services & Activities (S&A) Budget Request Process for 2025-2026 has begun! We are currently recruiting students to serve on the committee and have opened applications for funding proposals.
- Kodiak Cave continues to see record growth in student usage of food pantry services. They had 88 trips in the first 4 weeks of the Winter Quarter, which is a 73% increase from last winter.
- Student Life sponsored socials, aimed at helping students connect with others who share similar identities have had a positive start. The first occurred in Fall quarter was for First Generation College students. January hosted a social for Running Start students and our next social will aim to build community among non-traditional students in March.

SPRING SCHOLARSHIP CYCLE

Please remind students about our spring scholarships!

Applications for the 2025 Spring Cycle are being accepted through Friday, March 7th. Students will be notified of the result of their application by the second week in April and funds from this cycle will be available for the 2025-26 academic year. [Scholarship Application](#) // [Foundation Scholarships](#).

YOU'RE INVITED! RSVP REQUIRED BY FEB 18



It's Cascadia College's 25th Anniversary and it's time to celebrate!

Presented by the Cascadia College Foundation

On February 26, we'll join together with staff, faculty, students, alumni, and community members for an evening of memories, connections, and festivities – honoring Cascadia's first 25 years. Enjoy light refreshments and special guest speakers as we celebrate our past and look towards the future.



Date: Wednesday, February 26, 2025



Time: 4:00 PM – 6:00 PM



Location: Cascadia College, Mobius Hall (CC3)

Featured Speakers: Former VP of Student Learning - Dr. Jean Hernandez, Cascadia College Graduate - Atlas Turner, and Cascadia College President – Dr. Eric Murray, among others!

[Event Details & RSVP](#) (please RSVP online by Feb 18)

Also, are you still connected with former staff, faculty or students? Please share our invitation – let them know Cascadia would love to see them again! We look forward to celebrating with you!

Special thanks to the 25th Anniversary Planning Committee:

Meagan Walker, David Shapiro, David Ortiz, Marion Heard, and Samantha Penjaraenwatana

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

Let's start off the new year with an overview of Cascadia's Marketing & Communication department responsibilities:

- Website - manage, UX design, update and measure cascadia.edu
- Marketing Campaigns - design, implement, manage and measure
 - Quarterly push for general enrollment
 - Summer/Fall advertising campaign for general enrollment
 - Program-specific enrollment campaigns
- Public Information – crisis communications
- Media Relations – develop and maintain relationships and issue media releases
- Social media – create content, manage and measure multiple channels
- Internal communication platform – implement, support and manage departmental newsletters (*NEW)
- Project Requests – support college departments with marketing and communication projects and needs

January highlights include:

- Training new Assistant Director and Content Creator
- Improving website with several new pages, modules and new functionality; preparing launch of first department newsletter using new web platform; working on video and other components for Foundation's February event
- Designing pole banners for installment in mid-February
- Completing components to promote Foundation scholarships
- Making large gains on social media
 - Instagram impressions: 34,012 (up by 91.6%)
 - Instagram engagements: 534 (up by 38.7%)
 - Watch our best performing post with 1,991 impressions: [Day in the life of a computer science student reel](#)
- Designing Spring Quarter final enrollment push with components for both prospective and current student audiences





Board of Trustees Meeting Agenda

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

Regular Meeting
Wednesday, February 19, 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, February 19, 2025
4:00 p.m.**

AGENDA

1. PUBLIC MEETING CALL TO ORDER

2. CONSENT AGENDA

A) Meeting Agenda

B) Minutes from last meeting – January 15, 2025

3. PUBLIC COMMENTS

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

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

4. NEW EMPLOYEES/PROMOTIONS

Introduction of New Employees/Promotions

5. INFORMATION ITEMS

A) President's Work Plan (EM)

B) Tenure Overview (EM)

6. DISCUSSION & PRESENTATION ITEMS

- A) Mission Metric Data Review (MH, KL)
- B) 10th Day Enrollment (MH)
- C) Monthly Finance Update (SP)

7. ACTION ITEMS

- A) Sabbatical Requests 25-26 (KL)

8. OTHER REPORTS

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

9. OTHER BUSINESS OR ANNOUNCEMENTS

10. NEXT MEETING

The next regularly scheduled Board meeting is Wednesday, March 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.

**Minutes Regular Meeting
Cascadia College Board of Trustees
January 15, 2025**

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

BOARD OF TRUSTEES

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

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. EXECUTIVE SESSION (4:00 PM)

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

2. Board moved to PUBLIC SESSION

Chair Hinojos called the meeting or order at 4:15 pm

3. CONSENT AGENDA

Chair Hinojos asked for approval of the consent agenda.

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

APPROVED. Unanimously.

4. PUBLIC COMMENTS

There were no public comments

5. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS

New Trustee

- Shahryar Qadri

New Employees

- Mong-Lihn Nguy, Fiscal Technician 2
- Zarea Lavalais, Outreach & Admissions Specialist

- Archana Rajappachetty, HR Generalist
- Jasmin Means, Assistant Director of Title IX Support & Student Accessibility Services
- Diane Wright, Assistant Director of Marketing & Communications

Promotions/Changed Positions

- Miles Alexander, Assistant Director of Facilities
- Gina Moore, Instruction & Classroom Support Technician 3 - Chemistry

6. DISCUSSION ITEMS

- **Mission Fulfillment Moment: 2024-2025 Strategic Plan**

Dr. Levett provided presented the Strategic Plan slide deck – see packet for details:

- Our Mission
- Status Definitions for Initiatives
- Strategic Initiatives 2024-25
- Access Operational Initiatives 2024-25
- Equity Operational Initiatives
- Superior Education Operations Initiatives
- Connecting Governance to Mission Fulfillment
- 24-25 Mission Fulfillment Calendar

- **Safety & Security Update**

Sean Poellnitz presented the Campus Safety & Security Annual Review 2024 – see slide deck in packet for details.

- Security & Fire Safety
- Wins and Initiatives Underway
- Proactive Safety & Enhanced Response
- Key Annual Safety & Security Activities
- Collaborative Committees & Working Groups

Sean introduced Cham Kao, Senior Director of Campus Safety, Planning & Administration. He introduced a new safety app with numerous resources, and recommended all students and employees download and use: UWB-CC SAFE App [Apple Store](#)

- **Student Learning – Year-in-Review**

Dr. Levett introduced the Deans and Directors of the Student Learning Division to discuss Student Learning's 2023-24 Year in Review. Each Dean & Director shared a brief report on their area:

- Dr. Chantel Carrancho, Dean of Student Learning, Success & Retention.
- Dr. Erik Tinglestad, Dean of Student Learning, Professional Tech.
- Dr. Tasha Vice, Dean of Student Learning, Transitional Studies
- Dr. Michael Horn, Director of Institutional Effectiveness

- Teya Viola, Director of Student Learning, Curriculum, Scheduling, etcLink Operations
- Kristina Young, Dean of Student Learning, Transfer/General Education

- **Student Success – Year-in-Review**

VP Erin Blakeney introduced the Directors of the Student Success Division to discuss their 2023-24 Annual Report and a look ahead for their upcoming work: Each Director shared a brief report on their area:

- Veronica Corral, Director of Enrollment Management.
- Yukari Zednick, Director of International Programs
- Gordon Dutrisac, Director of Student Advising & Success Services
- Deann Holliday, Director of Student Financial Services
- Bryan Fauth, Director of Student Accessibility Services
- Val Tovar, Director of Prevention, Health & Wellness

Erin gave a special shoutout to Vickie Ashe, Operations Manager. She has been at the college over 20 years, and she is the backbone of Student Services.

7. RECOMMENDED ACTION ITEMS

- **Policy Review**

NWCCU requires that the Trustees periodically review all Board policies.

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.

Motion to approve: Vice Chair Ponto

Seconded: Trustee Qadri

APPROVED: Unanimous, No abstentions

- **Order of Adoption of new rules**

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 is provided in the Board Packet, Action Item 8.B.

Motion to approve: Trustee Lee

Seconded: Trustee Qadri

APPROVED: Unanimous, No abstentions

- **Keep Washington Working Act Policy**
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 is provided in the Board Packet, Action Item 8.C.

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

- **Artificial Intelligence**
The Trustees must approve all Board-level policy.

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.

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

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

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

8. OTHER REPORTS

- **Cascadia Events & Advocacy Board (EAB)**
Student representative Olivia Kent-Horton shared information on events and advocacy the EAP is sponsoring and planning:
 - De-Stress Fest
 - Winter Wave Goodbye tabling event
 - Global Gratitude
 - Common Hour survey and feedback
 - Legislative Advocacy Day on January 30th, attending with Dr. Amy Morrison
- **Cascadia Community College Federation of Teachers**
Dave Shapiro shared that the subcommittee for 25th anniversary on Feb 26th

reached out to faculty to get names of legacy students that will come to the event and share how much Cascadia has meant to them.

- **Cascadia Classified Union Washington Public Employees Association**
Ryan Higgins not present. See slide deck in packet discussing the WPEA UFCW Local 365 Collective Bargaining Agreement.
- **Board Chair and Individual Board Members**
 - **Vice Chair Ponto** attended the NSD meeting in November
 - **Trustee Lee** attended the LWSD board meeting in December
 - **President**
 - Dr. Eric Murray shared that NSSD Superintendent Tolley reached out to us requesting attendance of a BOT meeting to provide his State of our Schools presentation. We have never been asked, and this is a great opportunity to have him here. The presentation is 45 minutes, but we will ask for a shortened version.

9. OTHER BUSINESS/ANNOUNCEMENTS

No other announcements.

10. MEETING ADJOURNMENT

Chair Hinojos adjourned the meeting at 6:18pm.

11. Minutes Approved and Adopted on, February 19, 2025.

Angie Hinojos, Board Chair

Attest:

Dr. Eric Murray, President
Bdminutes 01/15/2025

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
Shayryar Qadri	X
Ellen Evans, AAG	X
Erin Blakeney	X
Kerry Levett	X
Chari Davenport	X
Sean Poellnitz	X
David Shapiro	X
Olivia Kent-Horton	X
Thais Lima	X
Susan Thomas	X
Diane Wright	X
Meagan Walker	X
Michael Horn	X
Laura Hedál	X
Meagan Walker	X
Tonio Shimono	X
Shawna Pitts	X
Ginny Jackson	X
Archana Segu	X
Maia Wood	X
Yukari Zednick	X
Ifrah Mohamed	X
Kristina Young	X
Bryan Fauth	X
Deann Holliday	X
Teya Viola	X

Shannon Bath	X
Erik Tingelstad	X
Tasha Vice	X
Becky Riopel	X
Vickie Ashe	X
Ana Nina	X
Rebecca Kimble	X
Val Tovar	X
Gordon Dutrisac	X
Chantal Carrando	X
Zuzana Regan	X
Mong-Linh Nguy	X
Zarea Lavailais	X
Cham Kao	X
Kelly Leahy	X
Veronica Corral	X
Nithya Noone	X
Jasmin Means	X

Cascadia College Board of Trustees
NEW EMPLOYEES and/or PROMOTIONS

Subject: New Employees and/or Promotions

Background:

The Board has requested to meet all new employees and become aware of those who have received promotions.

Details:

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

Wenli He, Advisor – College & Career Foundations

Wenli will be working to advise students into English Foundations courses, and will also work to support students in ABE, EF, ESL programs as well as GED and High School plus students.

Wenli lived and worked in Vancouver Canada, but moved to Seattle in the last year with her family. Prior to her work here, Wenli worked as an educational consultant designing academic plans for high school and college to support entrance and transitions into the University. Wenli brings experiences in marketing and business development and a strong commitment to connecting with students.

Supporting her students and fostering a meaningful connection is always a passion for Wenli. She has experience working with diverse groups of students and parents, and exhibits a considerate and empathetic personality that allows her to build trust and maintain relationship.

Wenli speaks Mandarin and English, and knows a bit of Cantonese and Japanese. When Wenli is not working, you will find her exploring walking trails, cooking and baking, soaking up the beautiful greenery, or playing racquetball and badminton. We are excited to welcome Wenli, whose sincere attitude will help students feel supported and valued during their time at Cascadia.

You will find Wenli in the Library Annex, or supporting the CCF programs in building CC1. Join us in showing her a Cascadia Welcome!

Jacinth Nurse, Assistant Accounting Manager

Jacinth has recently joined Cascadia College as the Finance team's Assistant Accounting Manager. As a first-generation college graduate, Jacinth earned a Bachelor of Business Administration and Masters of Science in Accounting from Hofstra University.

Over the past 8 years, Jacinth has taken on part-time roles, completed internships, and assumed increasing responsibilities through full-time positions within various industries. During her time as an auditor, Jacinth has provided services to private and public asset management

firms, healthcare and not-for-profit facilities, local governments, and state agencies. Jacinth's previous experience working for The School District of Philadelphia, KPMG LLP, and the Washington State Auditor's office led to the development of a deep passion for education and ensuring student success.

Jacinth relocated from Philadelphia at the end of 2023 and spends her free time exploring the Pacific Northwest. She enjoys learning about different cultures when traveling, cooking and baking, going to sporting events, meeting new people, and trying new activities such as rock climbing.

Jacinth strongly believes in advocating and regularly communicates with those around her to ensure everyone feels supported, valued, and appreciated.

Brenda Thai, Program Specialist 3 – Credentials Evaluator

Brenda is joining Cascadia College as the Credential Evaluator, and previously worked at Bellevue College as an Academic Operations Specialist. Brenda received a Bachelor in Science from Michigan State University and is currently in pursuit of a Master's in Business Administration from Central Michigan University.

Brenda has worked in higher education for 11 years in various roles from advising to outreach to selective admissions, and has worked in Michigan, Pennsylvania, and Washington. Brenda has worked in student-facing and non-student-facing roles, and has made it a goal to put student success first by offering a welcoming and safe space where students feel empowered and supported.

In her free time, Brenda enjoys traveling with her husband, reading mystery and thriller novels, and searching used bookstores and thrift stores for nostalgic or classic picture and chapter books from the 90's and early 2000's.

Mark Fein, Instruction & Classroom Support Technician III (10-Month)

We are pleased to announce that Mark Fein has joined our team as an Instructional Classroom Support Technician III for Physics and Engineering. Mark brings a wealth of experience and expertise that will significantly benefit our programs.

Originally from Grant's Lick, Kentucky, Mark graduated with a Bachelor's degree in Physics from Northern Kentucky University in 2014. He moved to the Pacific Northwest in 2017 and completed his Master's degree in Physics from Portland State University in 2021.

In addition to his academic credentials, Mark is passionate about emerging technologies, including racing drones and 3-D printing. He also enjoys exploring the Puget Sound area with his family and engaging with the local community.

Mark is a dedicated fan of Sci-Fi, especially Stargate, Battlestar Galactica, Dr. Who, and Farscape. His expertise in these series provides a unique perspective that enhances our cultural and social events, sparking engaging conversations among students and faculty alike.

Cascadia College Board of Trustees
Information Item 5.A

Subject: President's Work Plan

Justification:

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

Background:

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

Cascadia College President's 2025 Work Plan

SECTION 1: Academic Success

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

- Support Strategic Plan initiatives and data collection, especially in light of Year 6 & Year 7 accreditation reporting on Standards 1 & 2.
- Provide specific updates to the Board during the year:
 - Cybersecurity
 - Immigration Policy
- Assure tenure process is well-managed.

SECTION 2: Strategy and Vision

Move the college forward in its operational success.

- Assure stable budget writing and approval process with appropriate conservatism.
- Continue to manage joint UWB projects, especially as they concern enrollment possibilities.
- Create a set of guidelines/policy for the use of Artificial Intelligence.

SECTION 3: External Engagement

Create and maintain relationships with external constituents.

- Engage with legislators to lobby for Cascadia's continued legislative support and reasonable policy expectations, especially focused on advocating for CC5.
- Engage yearly with the School District Boards for joint meetings.
- Present the *State of the College* address to local city councils and school boards.
- Continue to invest in WACTC and the development of the CTC capital process.
- Aid the Foundation in the execution of their Strategic Plan.

SECTION 4: Management / Internal Relationships

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

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

Cascadia College Board of Trustees

Information Item 5.B

Subject: Tenure Process

Justification:

The Trustees review tenure as part of their responsibilities.

Background:

This year we will have three tenure candidates: Dr. Victor Begay, Dr. Khai Button, and Professor Kimia Ghanbeigi. This cover helps the Board understand the steps involved in this year's process.

The timeline for the tenure process is as such:

March Board of Trustees Meeting (March 19, executive session):

Conversations with Dr. Begay, Dr. Button, and Prof. Ghanbeigi along with Tenure Review Committee Chair Sadie Rosenthal.

March 25, 2025:

Access granted to the candidates' portfolio, including letters of support from the President and Vice President. The College President will provide the guide on how to review the portfolio.

April 4, 2025:

Trustees finish review and communicate individual results to College President.

April Board of Trustees Meeting (April 16, executive session):

Discussion with College President and TRC Chair if needed.

May Board of Trustees Meeting (May 21, public session):

Vote on Tenure.

Cascadia College Board of Trustees Discussion Item 6.A

Subject: Mission Fulfillment Moment: Mission Metrics

Justification:

Our progress toward mission fulfillment is assessed through our mission metrics, which are driven by our strategic plan. This is a monthly review for the Board.

Background:

This data set allows us to discuss where we are seeing gains, and perhaps more importantly, “who is not” gaining.

Discussion:

The Student Success Council reviewed and discussed the data exploring areas for future action to improve learning, achievement, close equity gaps, and support resource decisions. We will provide glimpses into the initial discussion as well as future actions for continuous improvement.

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

Related Documents: Discussion Item 6.A.1: Mission Metric (slide deck)

Mission Goals and Metrics

Board of Trustees
February 19, 2025



Mission Metrics

Ask, “Who’s not” improving?

Cascadia

- Where is there little or no improvement over time?
- Do data suggest improvement objectives, thresholds, or targets?

Peers

- Is Cascadia better or worse compared to peers?
- Do data suggest improvement objectives, thresholds, or targets?





Increase New and Continuing Students

New and Continuing Enrollment

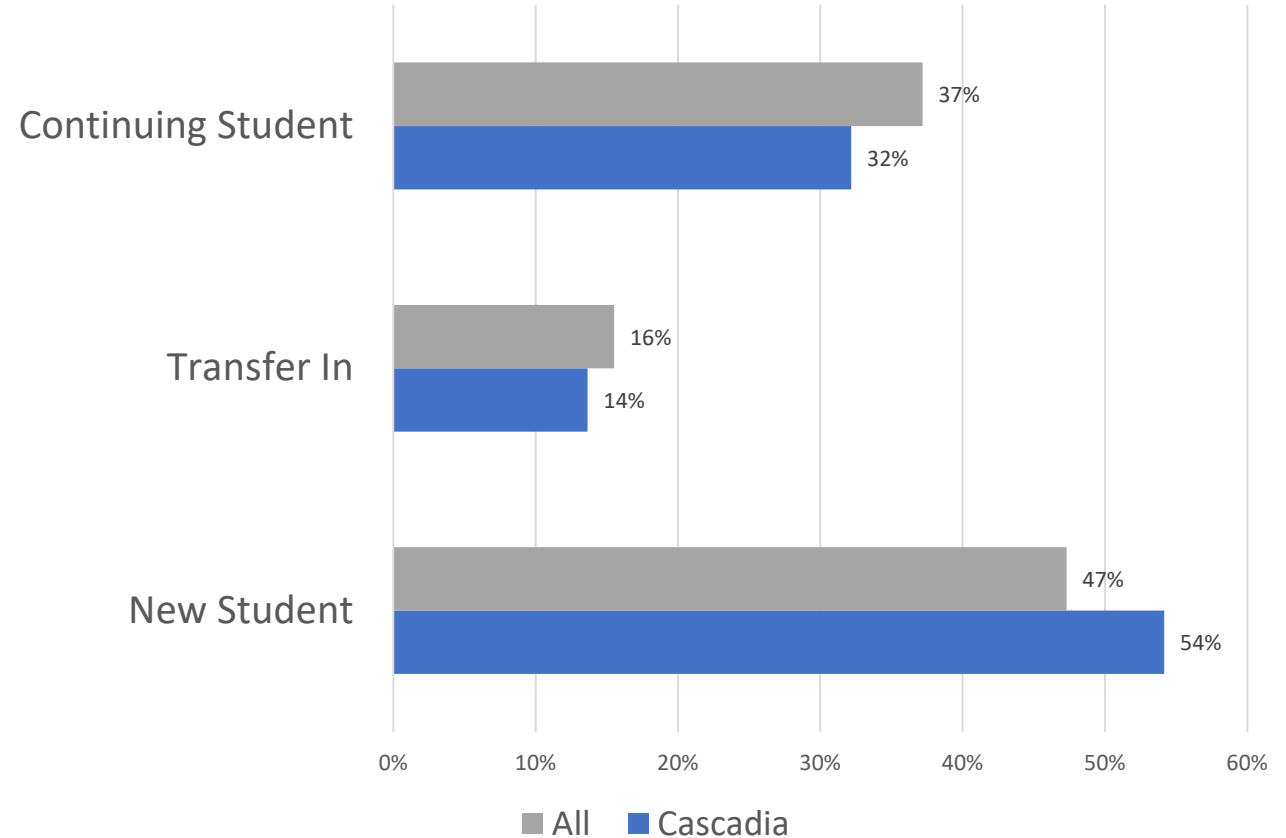
Annual headcount (2023-24) of students: continuing, transfer-in, and new students.

Peer Comparison to Washington Colleges (All)

Percent of total enrollment:

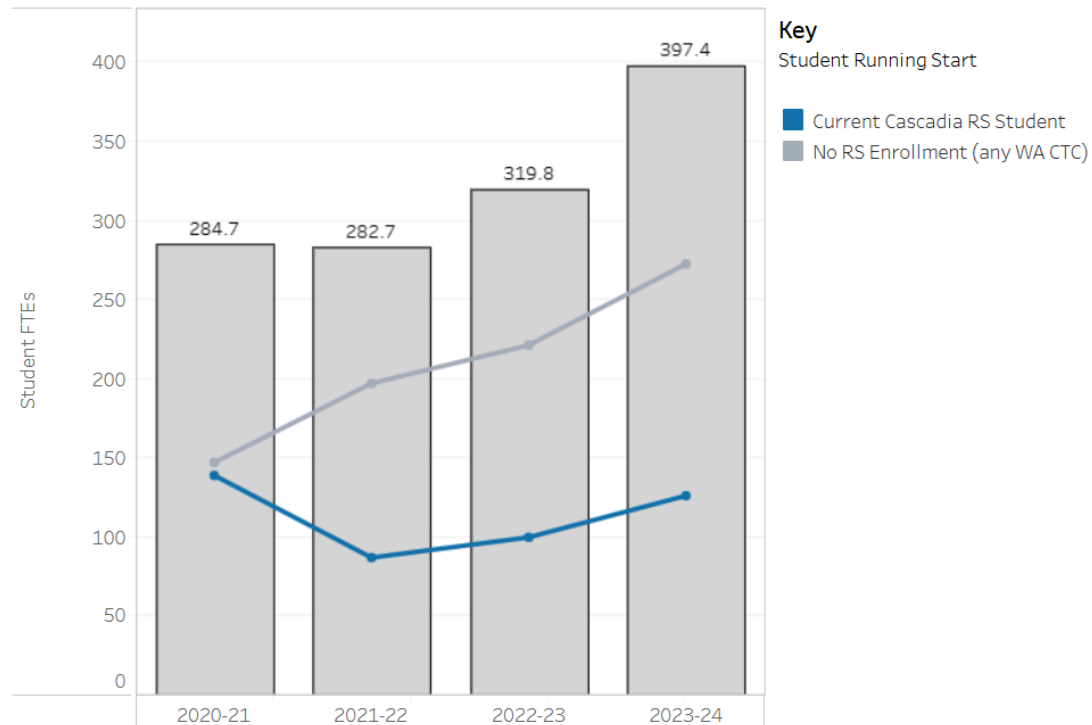
- 54% New Students, slightly more than All (47%)
- 32% Continuing, slightly less than All

How do we Compare?
Cascadia vs All State Colleges

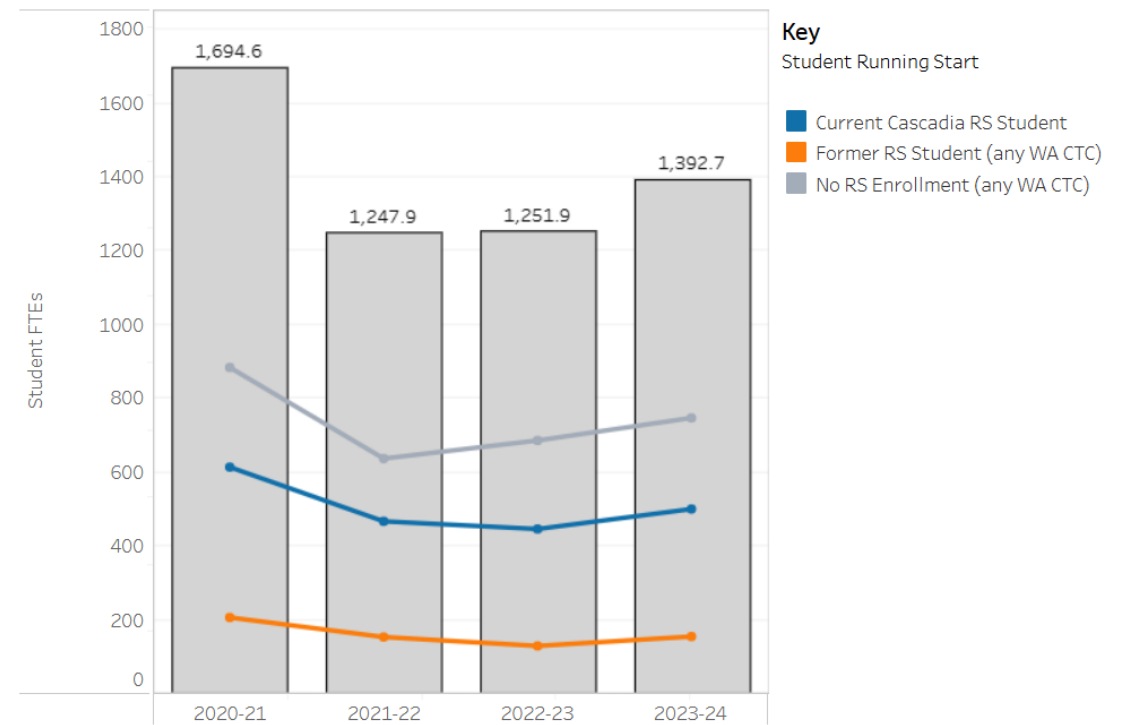


Running Start

New Enrollment

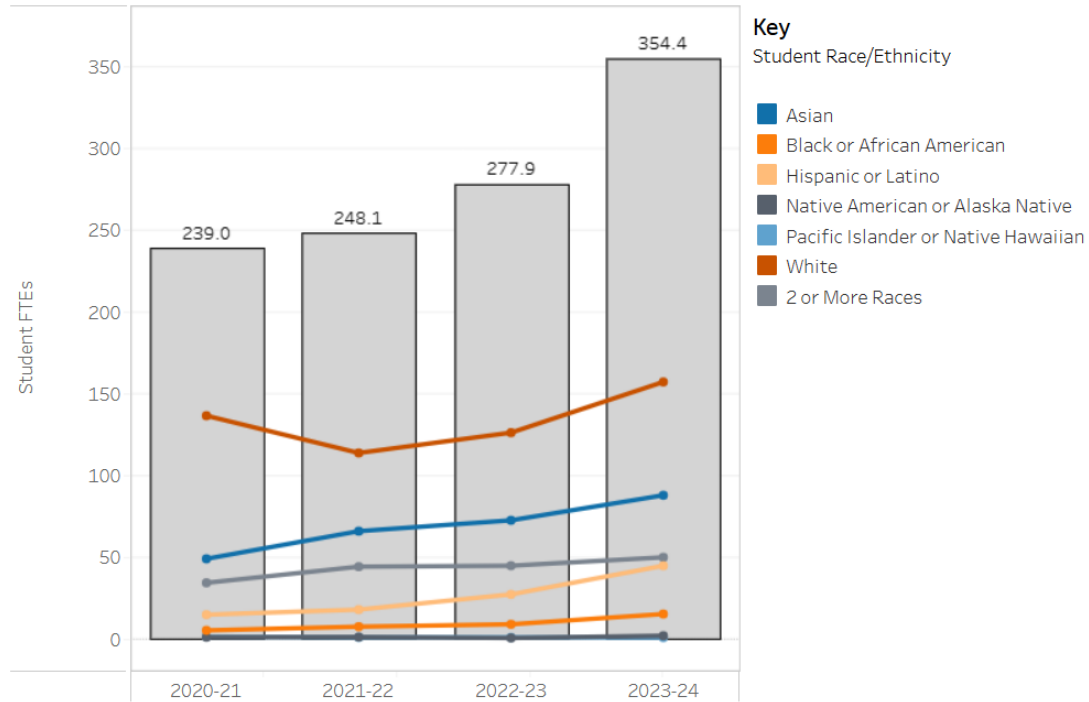


Continuing Enrollment

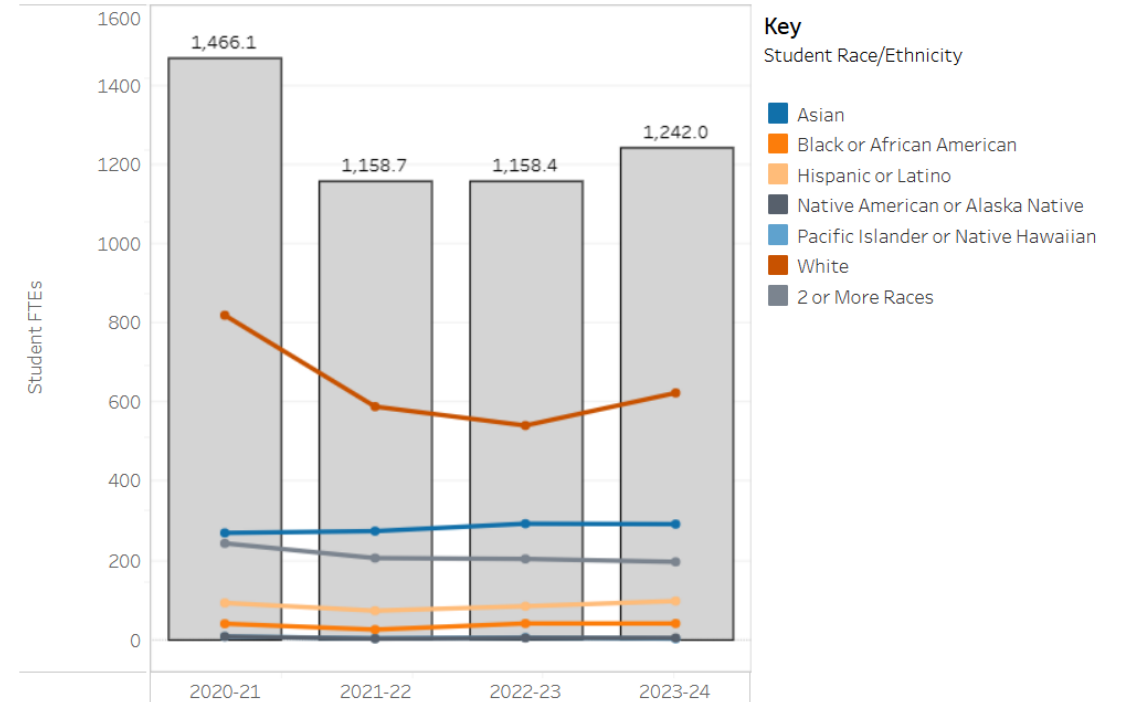


Student Race/Ethnicity

New Enrollment

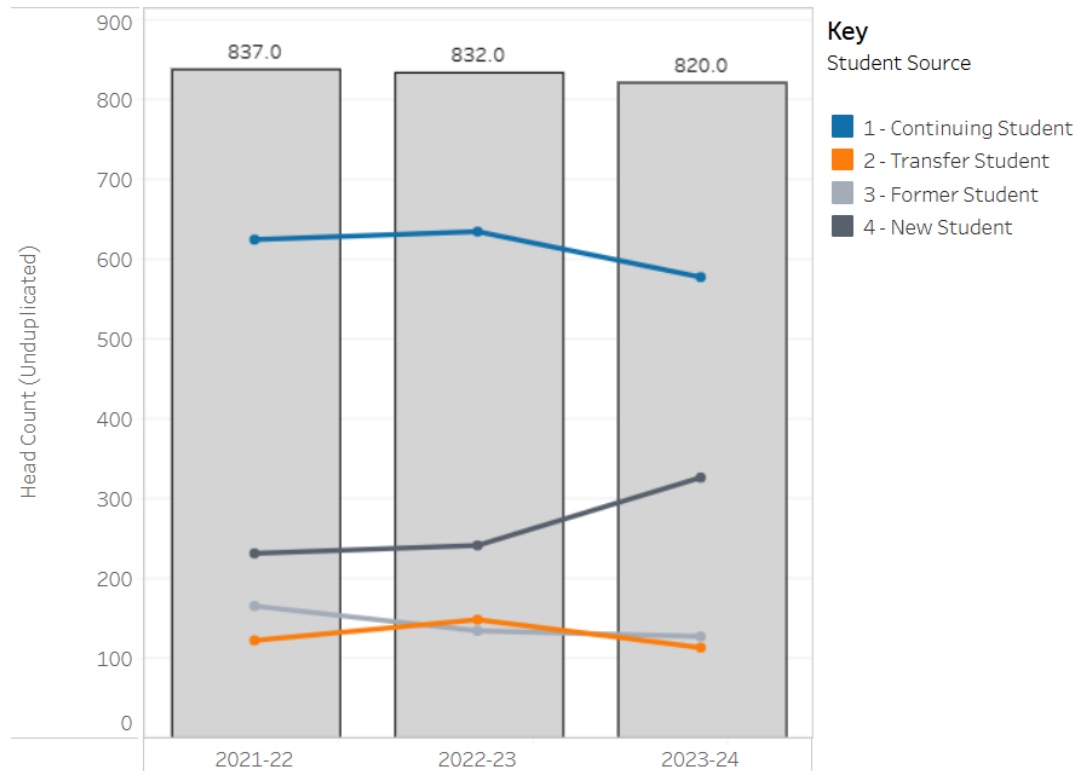


Continuing Enrollment

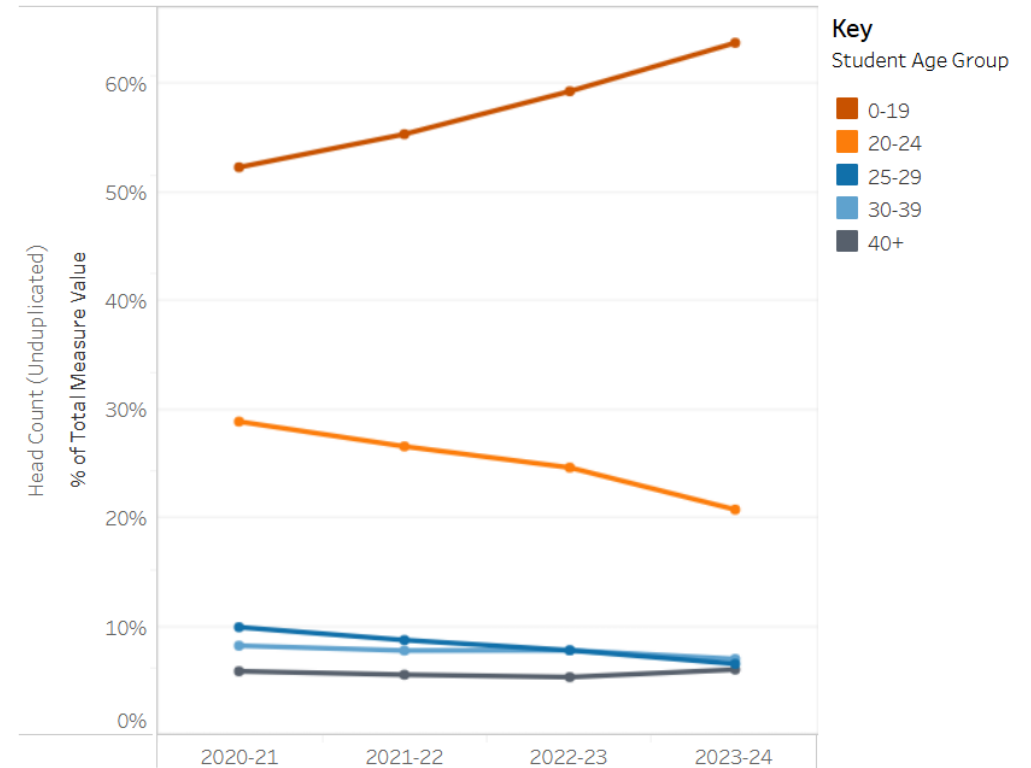


1st Generation and Age Group

First Generation



Age Group





Increase Completion

Completion

Completion is typically the end point of students' educational pathways

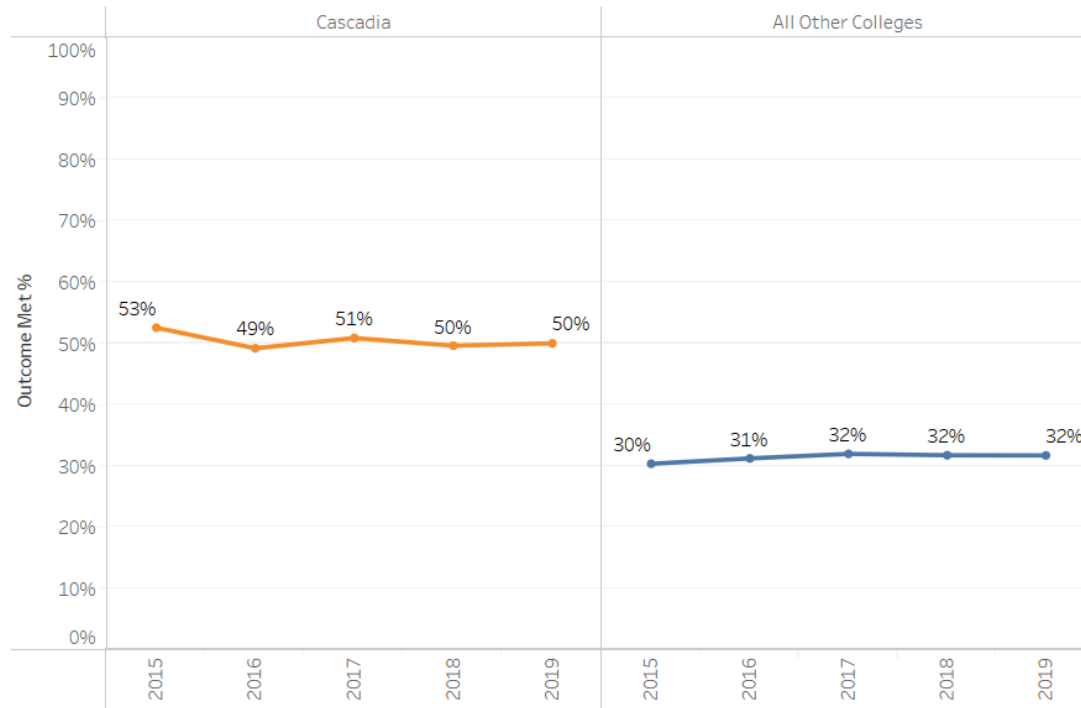
Completion indicators measure students':

- transfer rates to four-year colleges, and
- degrees and credentials awarded

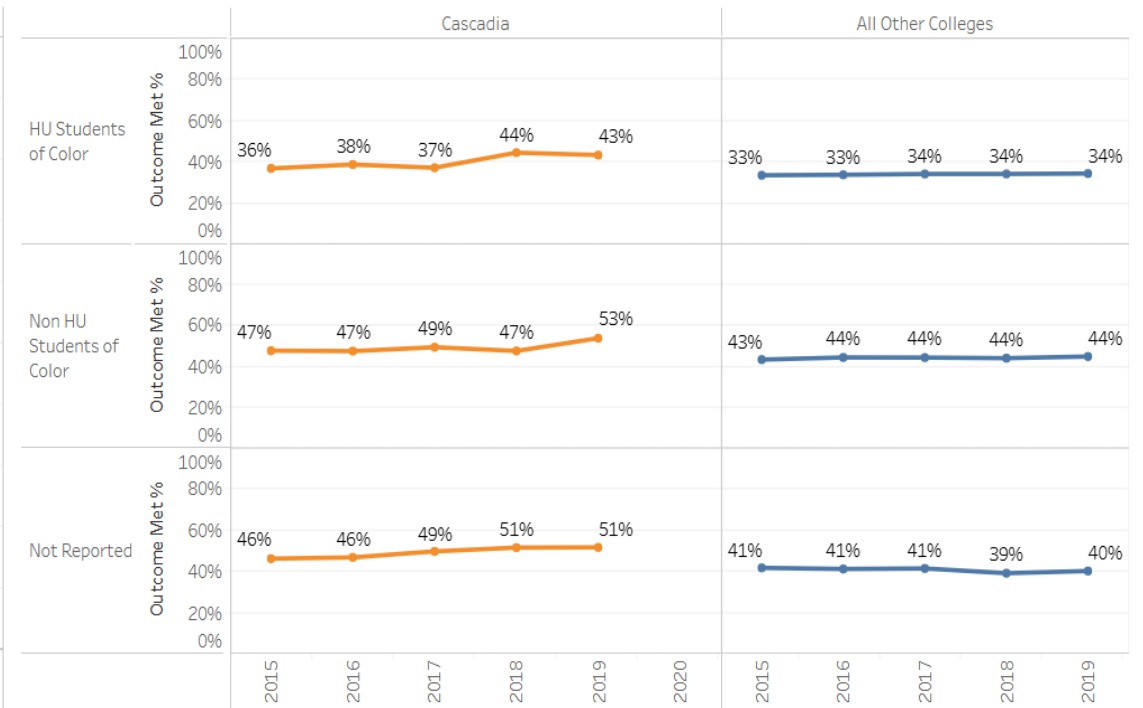
Transfer

All students with a transfer intent, completed and not completed, most recent 5 years of available data.

All Students



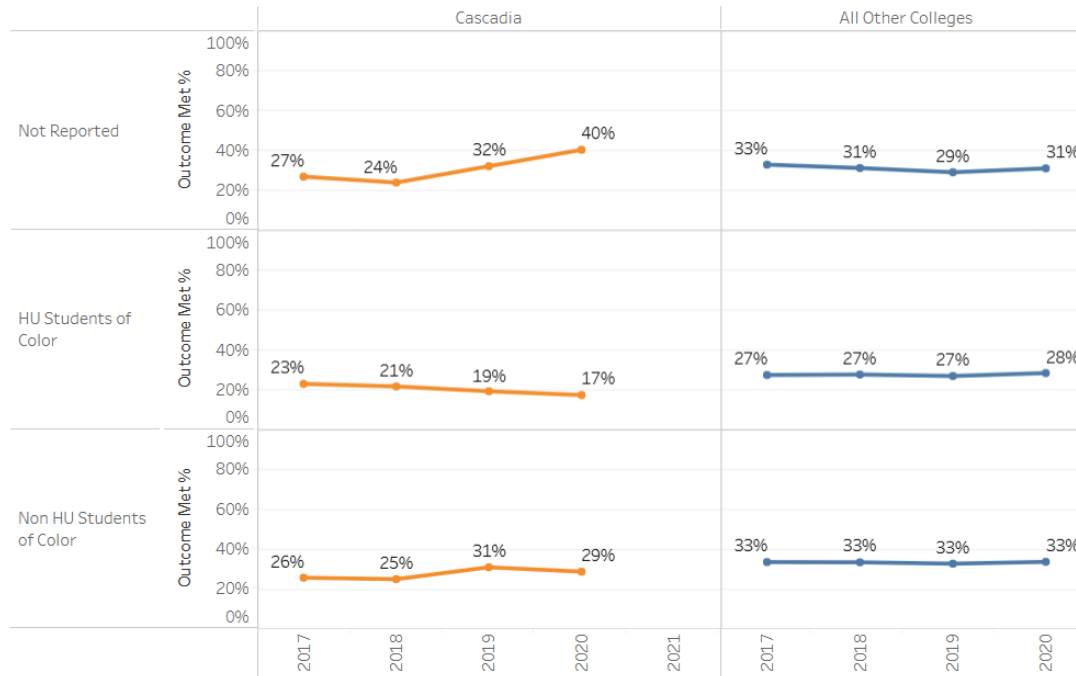
by HUSOC status



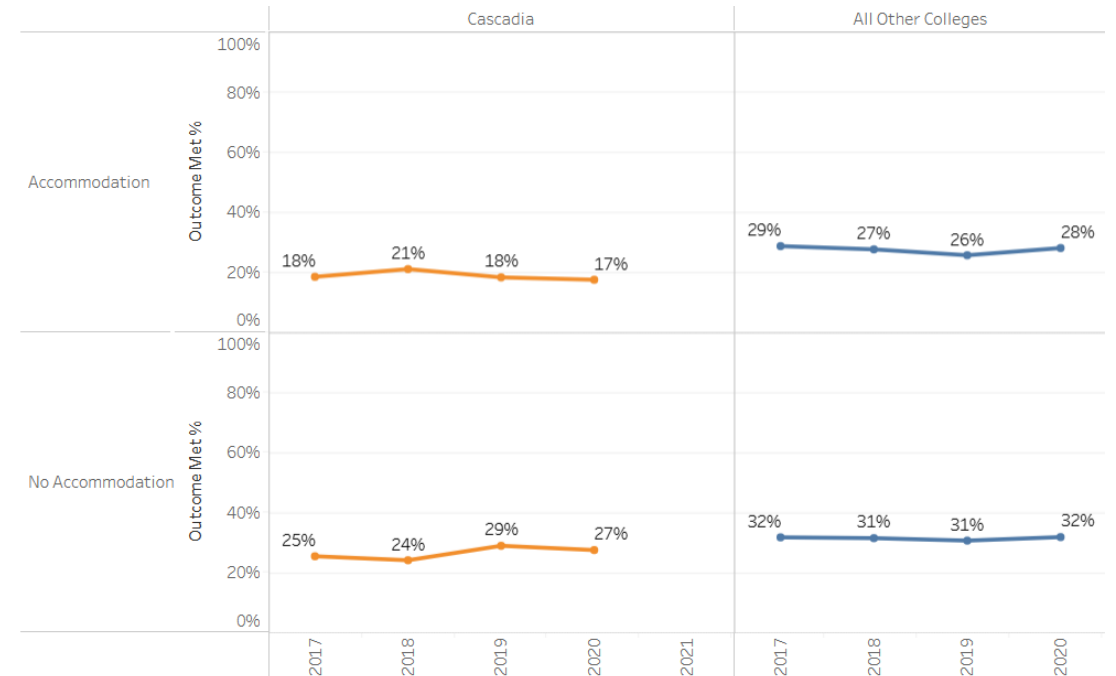
Completion (award)

All prof/tech or transfer intent, completed a college-level program by the third year, recent data

Completion by HUSOC



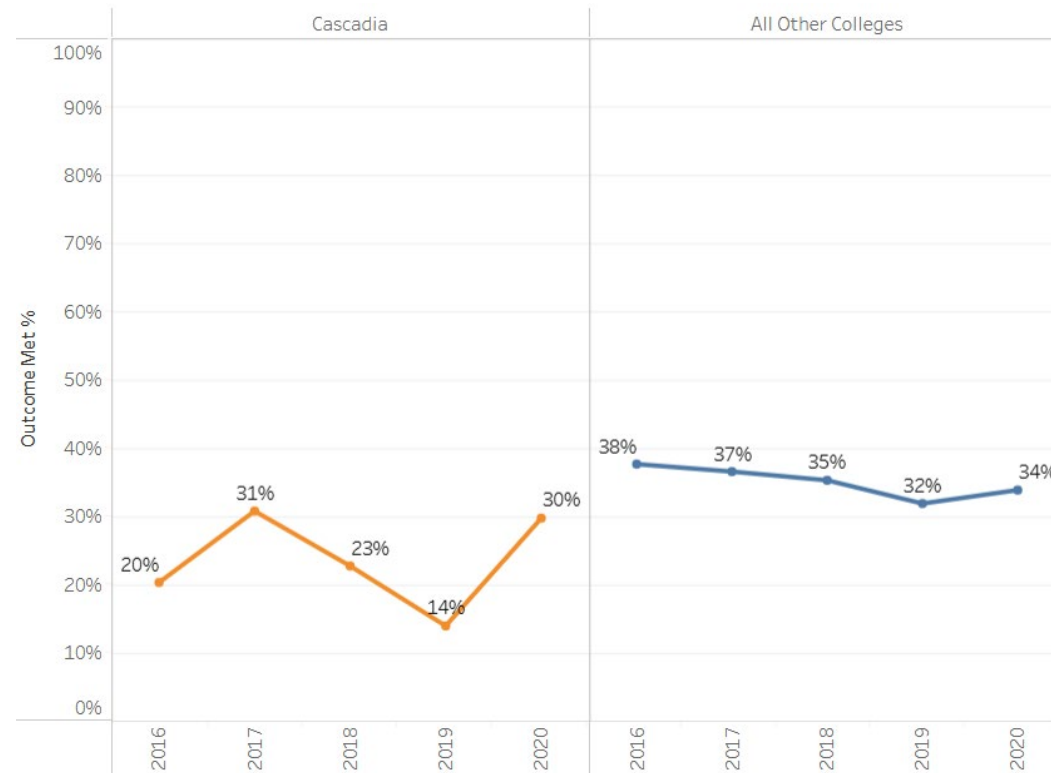
By Disability Accommodation



Workforce

All students with a professional/technical educational intent, completed by year 3, most recent 5 years of data.

All Prof/Tech Students



Prof/Tech Enrollment and Completion

CASCADIA

Completion Outcome
Student Enrollment
% Completion

	2016	2017	2018	2019	2020
Completion Outcome	13	20	10	6	11
Student Enrollment	64	65	44	43	37
% Completion	20%	31%	23%	14%	30%

HUSOC, CASCADIA

Completion Outcome
Student Enrollment
% Completion

	2016	2017	2018	2019	2020
Completion Outcome	4			2	
Student Enrollment	15	0	0	11	0
% Completion	27%			18%	

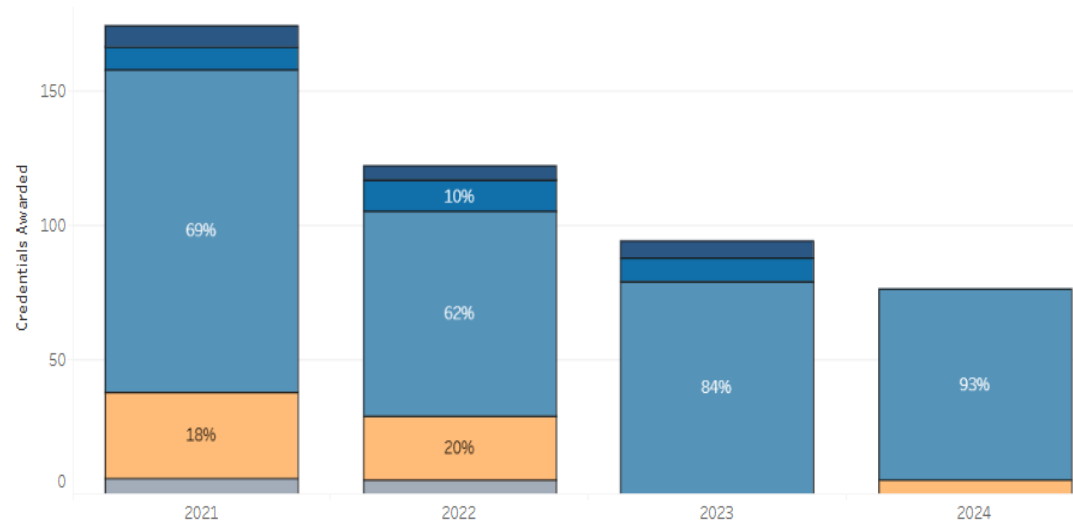
Credentials Awarded, Trends

		2021-22	2022-23	2023-24
Agri, Food & Natl Resource	Applied Baccalaureate	6	15	10
	Prof/Tech AA	0	5	0
Business	DTA	71	41	57
	HUSOC awarded	10	6	10
Gen Ed Req	DTA	282	227	217
	HUSOC awarded	30	50	31
Info Tech	Applied Baccalaureate	9	6	0
	ProfTech AA	13	0	8
	Short Cert	78	54	33
	HUSOC awarded	18	0	8
Other Healthcare	DTA	20	14	31
	HUSOC awarded	0	0	10
STEM	AS-T	38	44	36
	DTA	29	28	23
	HUSOC awarded	12	13	5
<i>Total</i>	<i>Total</i>	<i>546</i>	<i>434</i>	<i>415</i>

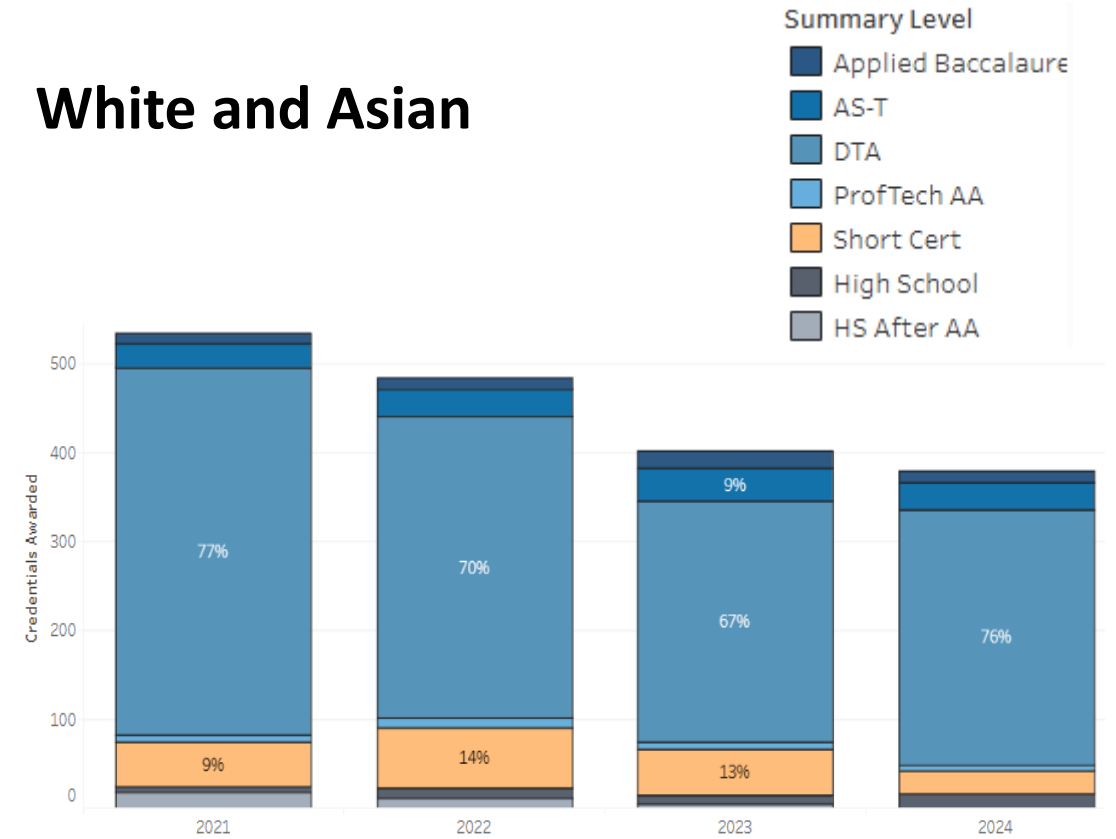
Credentials Awarded by HUSOC Status

Bars are the percentages of award types. Graphs are for HU and non-HU populations.

HUSOC (no White or Asian)



White and Asian





“On Track”, Predictive Factors

Milestones

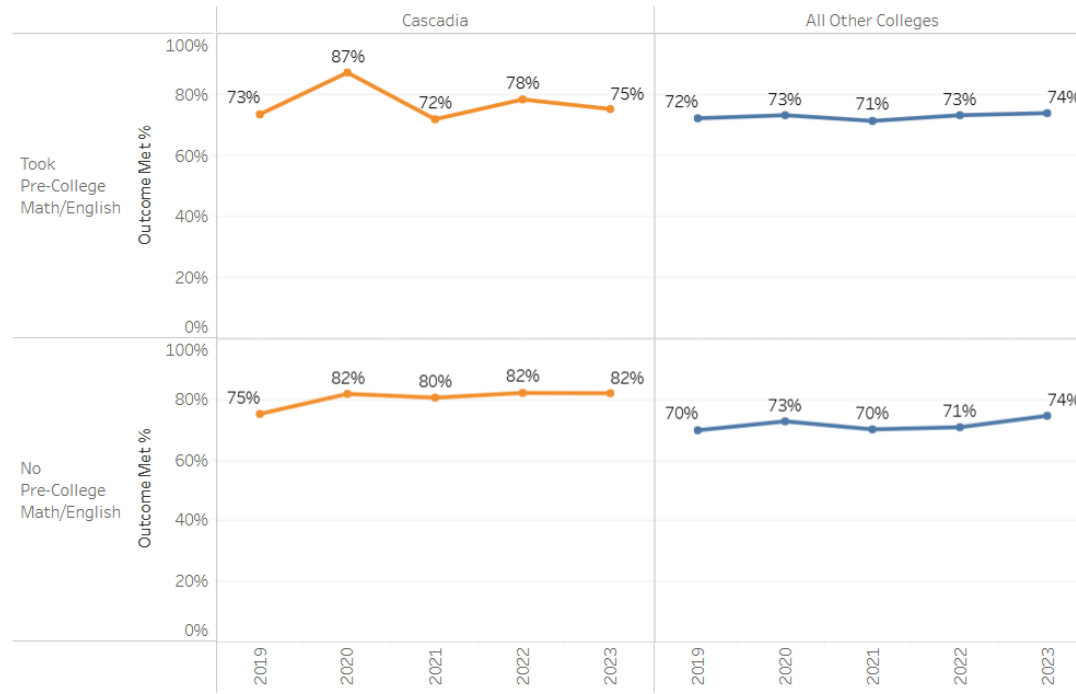
Milestones are step-by-step academic goals for students to complete. Milestones measure progress and predict success.

- Return for subsequent terms (retention)
- Complete college-level coursework in math and English
- Earn college-level credits (30 credits) in a year

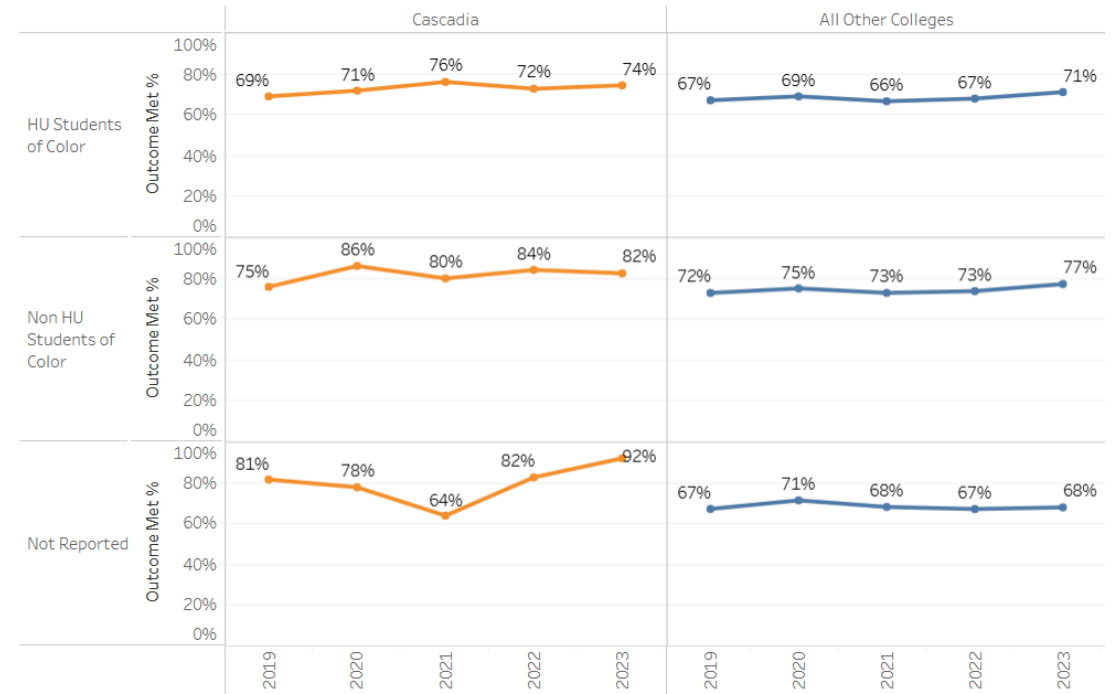
Milestone: Fall to Spring Retention (1st year)

for students with Prof/Tech or Transfer intent

Retained, by Pre-College Math/English



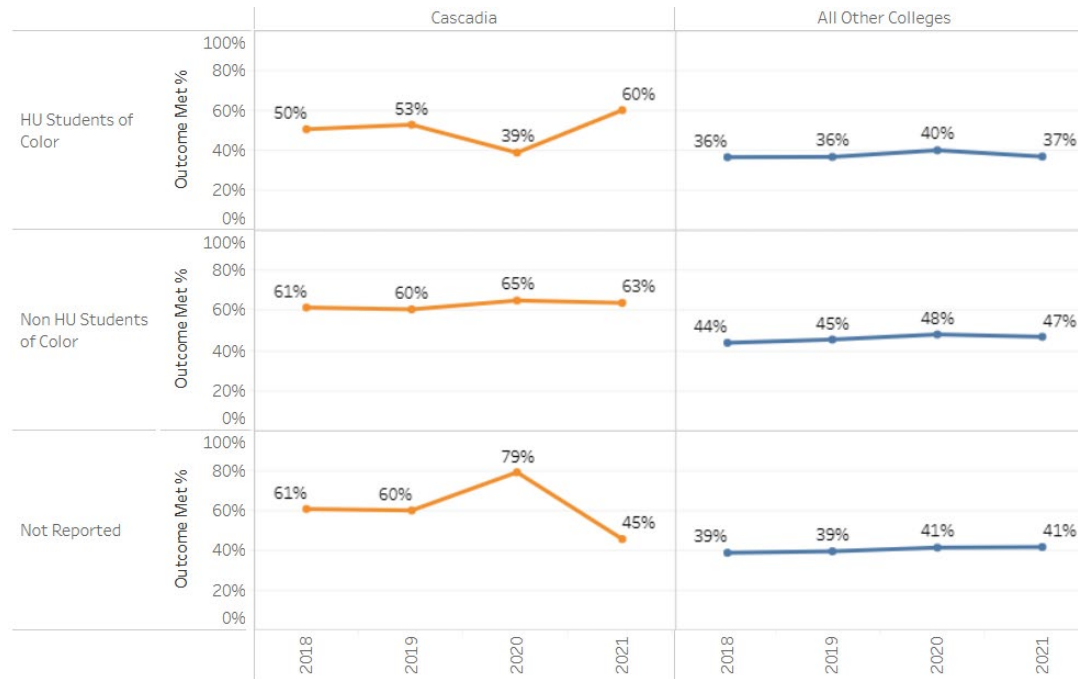
Retained, by HUSOC Status



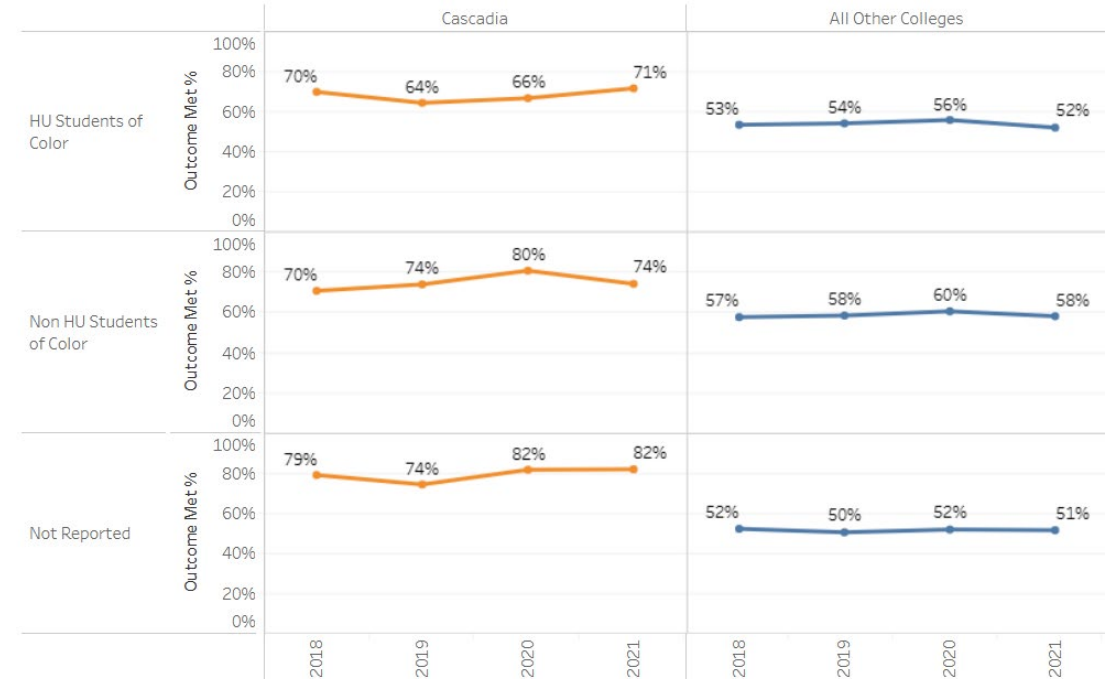
Milestone: Complete Math & English by Year 2

Students with Prof/Tech or Transfer Intent

Completion of Math by HUSOC



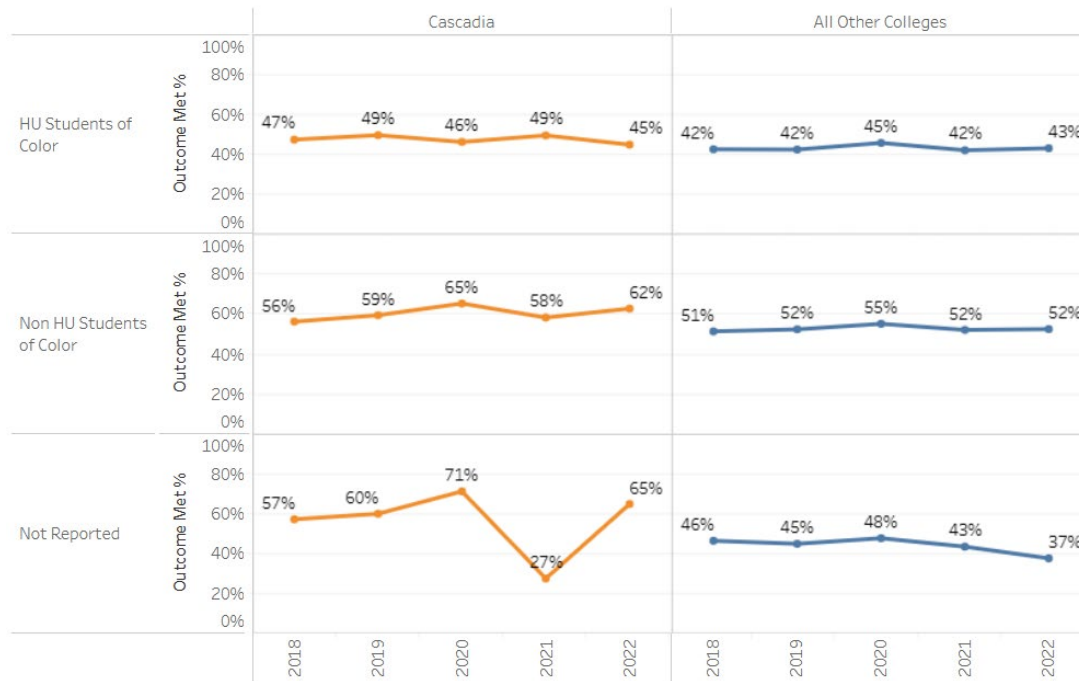
Completion of English by HUSOC



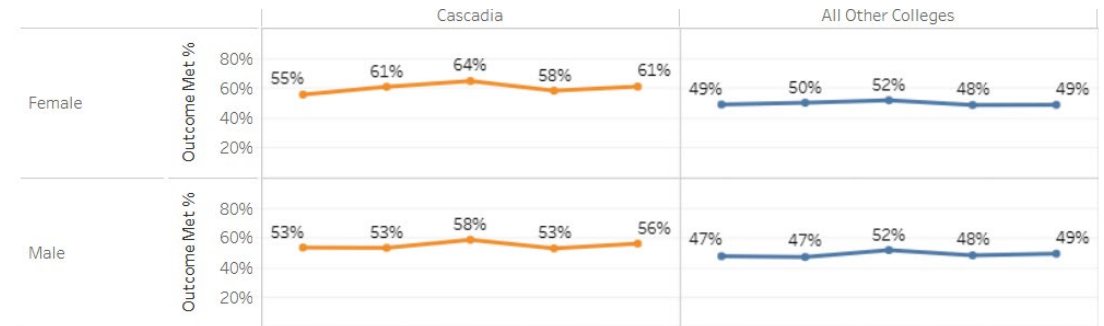
Milestone: attain 30 credits in year-1


All students, fall entry quarter, prof/Tech or Transfer intent

Attained 30 Credits, by HUSOC status



Attained 30 Credits, by Gender



An abstract background painting featuring a complex interplay of colors including deep reds, bright yellows, lush greens, and rich blues. The texture is highly visible, with thick brushstrokes and numerous splatters of paint scattered across the canvas, creating a sense of dynamic movement and depth.

Institutional Effectiveness

January 21, 2025

Cascadia College Board of Trustees Discussion Item 6.B

Subject: Winter Quarter 10th Day Enrollment Update

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

Background:

Tenth day enrollment provides a snapshot of our current position compared to previous years and provides the foundation for understanding our enrollment pattern for the academic and fiscal year. The data presented will include data drawn after January 17, 2025, and supplemented with applicable updates after the 10th day census.

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

Supplemental Document: Winter 10th Day enrollment slide deck



Winter 2025
10th Day Enrollment

Cascadia College Board of Trustees
48
February 19, 2025

Total FTE
enrollment
trend, from 10
weeks to start of
term.

Winter 2025 vs
Winter 2024

FTE

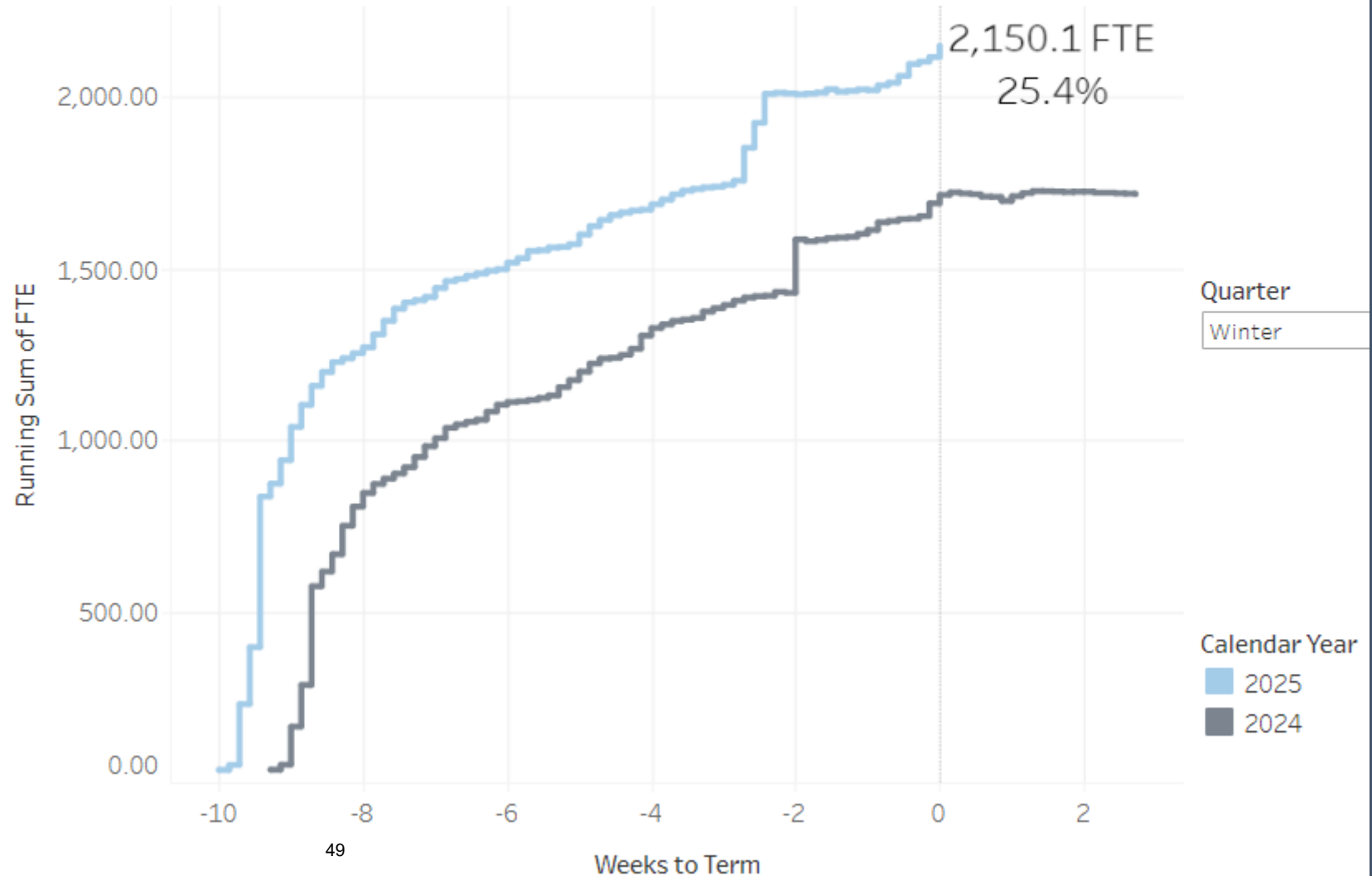
Quarter : Winter

Last Update: 1/7/2025 6:49:33 AM

Select year and quarter.

Year

2025



FTE, Last Year to This Year

	FALL 23	FALL 24	WTR 24	WTR 25
<u>STATE</u>	<u>1,002.3</u>	<u>1099.3</u>	<u>894.2</u>	<u>1074.0</u>
Regular State Supported	845.2	927.9	750.9	880.1
Basic Skills (BEdA/CCF)	140.3	158.5	128.2	182.4
Bachelor of Science (BAS)	16.8	12.9	15.1	11.4
<u>CONTRACT</u>	<u>809.7</u>	<u>1055.2</u>	<u>810.2</u>	<u>1017.1</u>
Running Start ¹	655.9	846.8	649.1	820.0
International (CCF, Acad, & BAS)	153.7	208.4	161.1	197.1
Int'l (ELP/CCF) sub-tl	38.7	58.6	38.6	54.6
Int'l Academic sub-tl	113.6	149.1	120.8	141.8
Int'l Upper Division BAS sub-tl	1.5	0.7	1.7	0.7
<u>TOTAL</u>	<u>1812</u>	<u>2154.5</u>	<u>1704.5</u>	<u>2104.2</u>

Fall to Fall, Winter to Winter

Regular state FTE increase

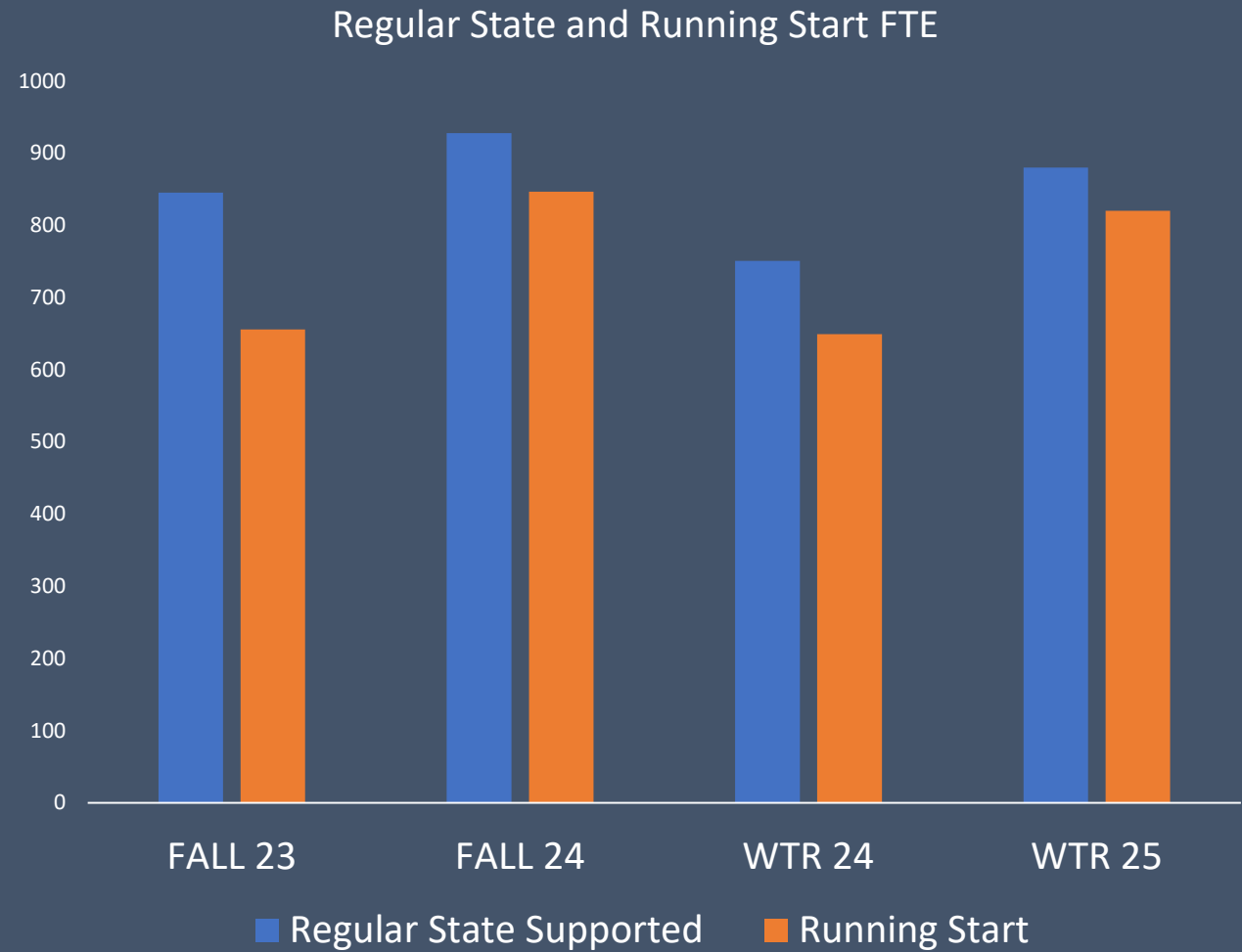
- Fall to Fall 9.8%
- Winter 17.2%

Running Start FTE increase

- Fall 29.1%
- Winter 26.3%

Overall FTE increase, all groups

- Fall 18.9%
- Winter 22.7%



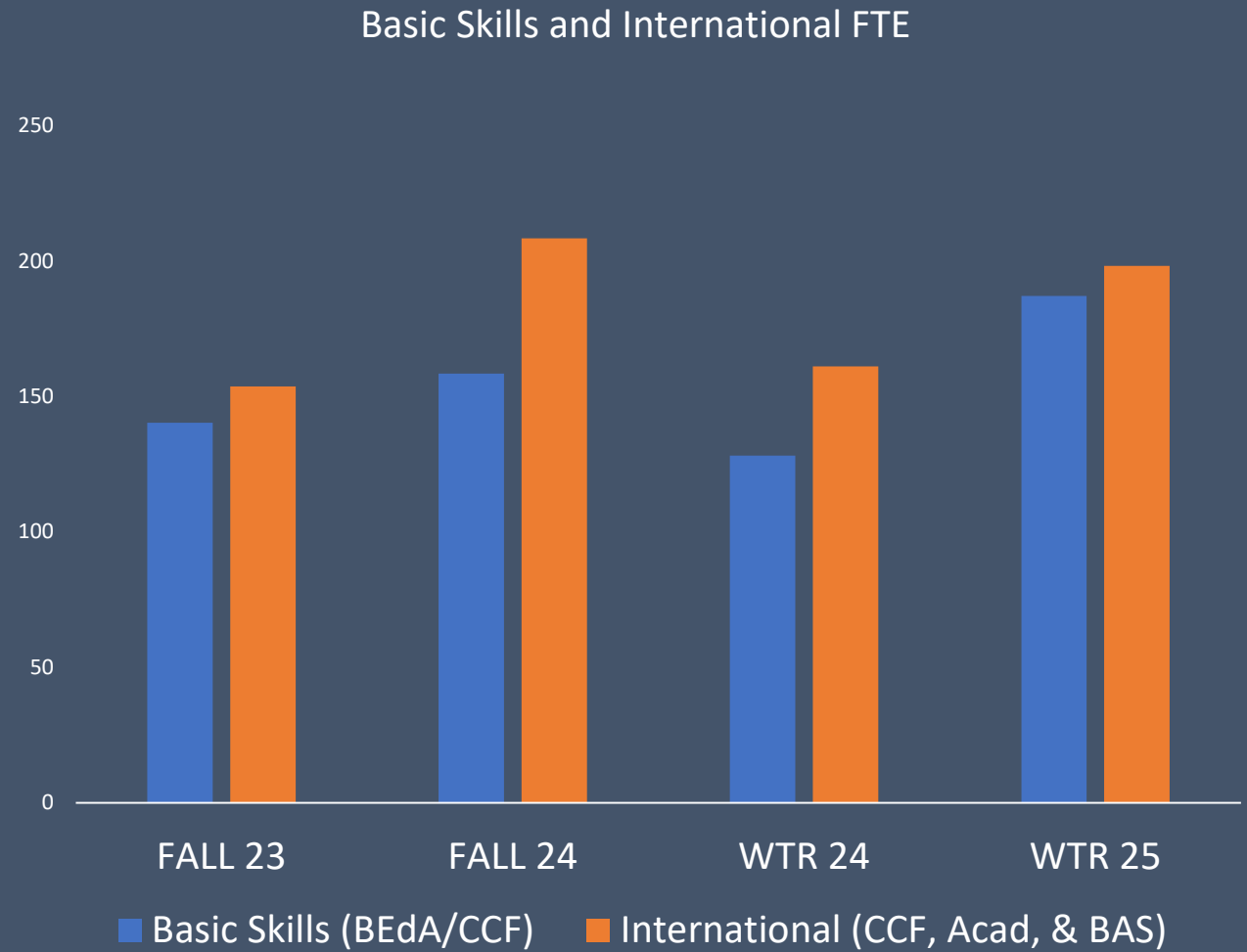
Fall to Fall, Winter to Winter

Basic Skills increase

- Fall 12.9%
- Winter 42.3%

International increase

- Fall 35.6%
- Winter 22.4%



Cascadia College Board of Trustees
Discussion Item 6.C

Subject: Monthly Finance Report

Justification:

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

Background:

The finance report will include the following topics:

- Estimated Projections for the current fiscal year, 24-25 *
- A review of the BOT budget approval process.

* These numbers will not be ready until the day of the Board meeting.

CASCADIA
COLLEGE

ADMINISTRATIVE SERVICES

February Finance Report

As of Jan 28, 2025

www.cascadia.edu

CASCADIA COLLEGE PROJECTED 24-25 BUDGET		
	24-25 APPROVED	24-25 PROJECTED
GENERAL OPERATIONS	(a/o June 2024)	(a/o February 2025)
Revenue		
State Allocation	16,731,227	16,900,958
Leg Allocation Error		(400,000)
Tuition	12,902,496	13,705,712
Fee & Other Income	510,000	587,731
Event Revenue		60,000
Operating Drawdown	1,000,000	-
TOTAL	31,143,723	30,854,401
Expenses	(a/o June 2024)	(a/o February 2025)
FT Salaries & Benefits	23,079,284	22,659,102
PT Faculty		
Students		
PTH		
Est Vacancy Savings	(500,000)	
Goods & Services	8,030,240	8,030,240
Innov+FA Fee+S&A	301,577	350,000
TOTAL	30,911,101	31,039,342
GRAND TOTALS		
Revenue	31,143,723	30,854,401
Expenses	30,911,101	31,039,342
NET	232,622	(184,941)

February Finance Report

- **Summer and Fall actuals**, Winter 10-day reporting shows 93% of Fall enrollment
- **Spring enrollment** is projected at 89% of winter enrollment
- **The Board of Trustees** was updated on our refined understanding of CTC Link in the October meeting:
 - ✓ **Recap:** We refined our understanding of CTC Link in the fall; hence the Building Fee and Innovation Fee must be immediately redirected, hence lowering our net tuition revenue



Cascadia College Board of Trustees

Action Item 7.A

Subject: Faculty Sabbatical Applications 2025-2026

Background:

The Trustees must approve the granting faculty sabbatical (2022-2025 CCCFT CBA Article 15.23.01)

Discussion:

The granting of sabbatical leave shall be contingent upon approval by the Board of Trustees and a signed contractual agreement between the President (on behalf of the Board).

Applications Submitted:

Faculty	Discipline	Sabbatical Request	VP SL Approval
Nataša Kesler	Biology, Tenured Senior 2	Winter 2026	KL
Jared Leising	English, Tenured Senior 2, Founding Faculty	Winter, Spring 2026	KL
Eugene Taylor	History & Global Studies, Tenured Senior 2	Fall 2025	KL

After review, the Deans of Student Learning, the Vice President of Student Learning, and the College President believe each faculty member's sabbatical application meet the desired contractual, teaching, and college outcomes.

Action:

Suggested motion for this action:

“The Board moves to grant Natasa Kesler, Jared Leising, and Eugene Taylor, sabbatical for the 2025-2026 as requested.”

Vote/Adoption:

Trustee makes the motion: _____

Trustee seconds the motion: _____

	Yes	No	Abstain
Hinojos			
Lee			
Ponto			
Qadri			
Quint			



Report to the Trustees

February Meeting 2025

Events & Advocacy Board

Cascadia College

By Olivia Kent- Horton, Advocacy Chair

Events

Winter Involvement Fair

At the Winter Involvement Fair there were 381 people across both days where different clubs and organizations were given tables to advertise their club or organization to the student body. Students could walk around and talk to the different clubs and organizations to learn about them, so that they may join a club, and for students to feel more connected to Cascadia. There were many different prizes and games, and if students visited 15 different tables, they could receive a very cool Cascadia tote bag.

Global Gratitude

150 Cascadia students got to experience dining in a formal setting being served by their peers (EAB). With entrees chosen by 5 Cascadia Cultural Clubs Latinx, Turkmen Club, Korean Club, Japanese Club, Chinese Communication Club. Treats like tamales, Korean pancakes, dumplings and more. Students learned how other cultures celebrate gratitude through presentations, food, and activities. Student feedback on this event has been extremely positive and this was a wonderful event to provide a sense of belonging with international students and national students at Cascadia.

Casino Night

EAB in partnership with UW B's CEB hosted the campus' annual Casino Night. Poker, blackjack, prizes, and other fun games inspired by Squid Games. The games began with bringing in casino tables and game officials with snacks such as kimbap and cupcakes. Students were able to get prizes with an array of choices. Over the night 126 Cascadia students were in attendance.

Lunar New Year

In collaboration with EAB, International Programs and the Chinese Communication Club are celebrating the Year of the Snake! Students can enjoy cultural cuisine, fun activities, meaningful bonding, and a special lucky red envelope giveaway to bring good fortune in the year ahead. Happy New Year Trustees!

This Week's Event:

Common Hour Tabling

"Recharge Your Campus"

Students will have the opportunity to engage in an interactive tabling event where they can advocate for their ideal schedules by "hearting" their favorite options on a large display, share their ideas for improving campus life at the Recharge Station, and participate in a quick survey to shape the future of our Common Hour initiative. Through these fun, hands-on activities, students will contribute valuable feedback while enjoying the process. Tabling Dates and Times are **February 18th from 11:30 AM to 2:30 PM, February 19th from 1:00 PM to 3:00 PM, and February 20th from 2:00 PM to 4:00 PM** at the Lower-Level Lobby (CC1 LL).

Advocacy

Common Hour- "Your Break, Your Time"

The common hour survey is open and marketed to students currently and encouraging students to take the survey to provide feedback on how a Common Hour could be integrated into the academic schedule. EAB was invited to Faculty Councils February 6th meeting to share a little more on common hour and the student perspective to start creating channels of understanding in the greater Cascadia community centered around student feedback.

Legislative Advocacy Day

On Thursday the 30th I got the wonderful opportunity to speak with legislators down in Olympia with Lake Washington Tech's College President Dr. Amy Morrison. Meetings we attended together were with Representatives Shelley Kloba, Davina Duerr, Roger Goodman and Amy Walen.

Legislative Agenda/Focus

1. Supporting the College in the re-funding and offset of the OFM Error
2. Supporting Diversity on campus and already funded initiatives and offices on campus that support students
3. Financial Accessibility- supporting students financially and funding efforts to protect financial aid and support for community college students
4. Subsidized parking in the budget to help offset quarterly parking passes and college parking



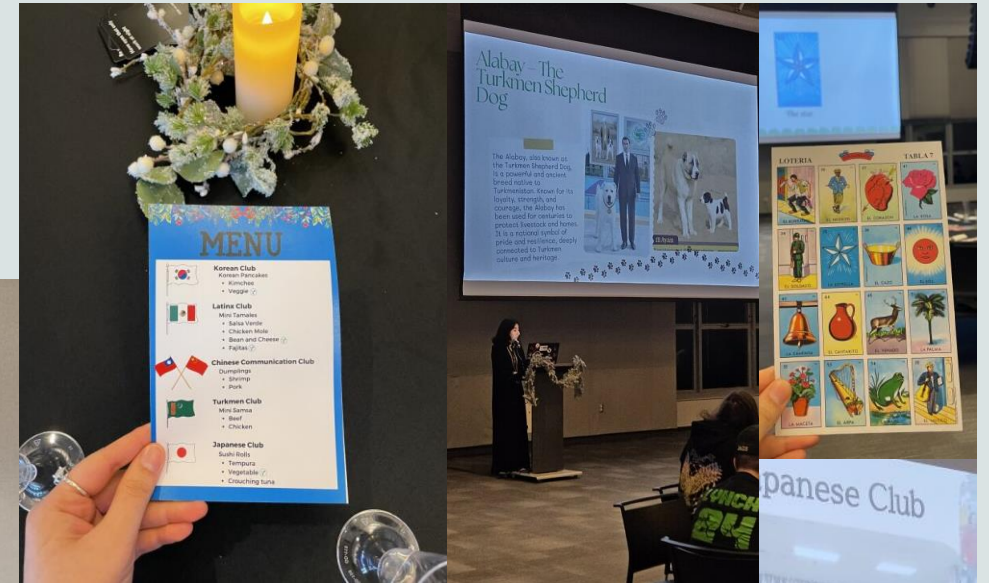
EAB Events Gallery

January and Early February Events

Winter Involvement Fair January 15th and 16th



Global Gratitude January 22nd



Casino Night January 29th



Lunar New Year February 12th



Legislative Advocacy Day January 30th



Cascadia Community College Federation of Teachers Local 6191, AFT



***Report to the Board of Trustees
Cascadia Community College
Meeting Date: February 2025***

❖ AFT-WA Lobby Day 2/17/25

CCCFT members will be joining with AFT-WA brothers, sisters, and siblings from around the state to lobby in Olympia on Presidents' Day to persuade legislators to step up support for higher education in the state of Washington, including consistent support for our most vulnerable populations, especially immigrant and undocumented student populations.

❖ Contract Bargaining

The CCCFT Bargaining Team and the Cascadia College Administrative Bargaining Team have begun negotiations for our 2025-2028 Collective Bargaining Agreement. As in previous negotiations, we are using an Interest-Based Bargaining model, which seeks to collaboratively arrive at solutions through highlighting shared interests and solutions that work for all parties and stakeholders involved.



Washington Public Employees Association UFCW Local 365

Report to the Board of Trustees Cascadia College

Meeting Date: 2/19/2025

- **National Union News:**

- February 6th: Utah Bans collective bargaining for all public sector employees including teachers, joining North Carolina, South Carolina, and Virginia <https://apnews.com/article/utah-labor-teacher-unions-collective-bargaining-06d1ea167c2016b490e0acd40bffe8b>.
- Federal action to restrict and undermine the right of everyone to unionize is likely under the new federal administration.

- **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.

- **WPEA Union News:**

- General Government, Higher Education, Highline, House Democratic Staff, and Senate Democratic Staff union bargaining is still ongoing after members voted to reject the offered contracts in October.
- No significant progress has been made on the Higher Education contract, which Cascadia College is covered under.

- **Wear Blue on Wednesdays**

- **Parking Presentation**

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 (colleges within our bargaining group) 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 classified assembly meetings).

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 peer 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)
 - ▶ Change at this level would take place at the earliest in July 2025, and can only be re-negotiated every two years.
 - ▶ Takes all power and flexibility out of Cascadia College's hands.
- ▶ 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 to classified staff that the college values them.

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. HR or any sub-group will not do this.

I ask that at the very least you use this power to open negotiations with WPEA.

I also further ask that you provide free or severely reduced parking rates for classified staff in order to bring Cascadia College in line with peer institutions.