

**Minutes
Regular Meeting
Cascadia College Board of Trustees
March 18th, 2020**

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

BOARD OF TRUSTEES

Chair Roy Captain, Vice Chair Janet McDaniel, Mike Kelly, Dr. Meghan Quint and Dr. Colleen Ponto present.

EXECUTIVE STAFF

John Eklof, Dr. Kerry Levett, Marty Logan, Meagan Walker and Dr. Eric Murray present.

Alan Smith (AAG) present.

Lily Allen (recorder) present.

AREA REPRESENTATIVES

CCCFT Representative – Sharon Saxton, Senior 2 Tenured Founding Faculty absent.

Student Representative – Aarushi Sahai, EAB Advocacy Chair present.

WPEA Representative – Marah Selves, Administrative Services Manager present.

AUDIENCE

Becky Riopel, Dave Shapiro, Erik Tingelstad, Erin Blakeney, Kristina Young, Lyn Eisenhour, Donna Sullivan

EXECUTIVE SESSION (4:00-5:30)

The Board will meet in a one hour and thirty 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 evaluation 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 like 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 procedures 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.

CONVENED TO PUBLIC SESSION AT 5:30 P.M.

1. CALL TO ORDER

Chair Roy Captain called the meeting to order at 5:32 p.m.

2. CONSENT AGENDA

Trustee Mike Kelly asked for approval of the consent agenda. Trustee Colleen Ponto made a motion to approve the consent agenda and Trustee Meghan Quint seconded the motion. Hearing no objections, the trustees approved the agenda.

3. PUBLIC COMMENTS

There were no public comments.

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

There were no introductions of new employees or promotions

5. INFORMATION ITEMS

Capital Projects Update

COVID-19 poses no impact to the current construction projects. STEM 4 is in the pre-design phase we have moved all meetings to virtual options. All projects are currently on schedule.

Accreditation & Strategic Plan Update

Our visit will be a virtual visit, which to our knowledge is the first time an accreditation review has been held online. The Zoom meetings will have large and small groups throughout the April 22nd through April 24th visit. Trustees Captain and Ponto will be working with Dr. Levett to plan meetings with the accreditors.

Strategic Plan Update: SEM Plan

The SEM team has been meeting regularly working on aligning Cascadia's SEM plan with the State Board's SEM Plan. The content we are looking to align includes Onboarding and entry, K-12 Alignment, Adult re-engagement, and Retention and Persistence. Once this current phase is completed, work on developing cost estimates and funding sources will continue. The SEM Committee will also be identifying timelines and individual/departments responsible and then prioritize.

5. DISCUSSION/PRESENTATION ITEMS

COVID-19 Update

President Murray is very impressed with the staff and faculty on campus and all the work everyone has been doing to help our institution during this unprecedented time. There have been ongoing daily updates and we are trying to stay ahead of the curve. The governor has given us an allowance to get online and remain completely online for an extended period.

We extended spring break to two weeks and are asking the Board today to authorize up to \$250,000 from reserves to meet immediate salary needs for the faculty as well as other supplies needed for employees. Given the potential economic impact, it is hard to predict where our institution will be in the coming months regarding enrollment, but our online courses are strong.

Comments/Questions:

What has the community said about this?

There was inquiry in the beginning from the community about moving courses online earlier than we did. But there has been a significant drop off when it comes to questions about the closure and changes on our campus this past week. No major concerns as many other institutions are moving towards this.

Any insight about students not having access to internet?

We are working on a case by case basis. We have some hot spots and we're trying to keep spaces on campus available for students for as long as we can with proper social

distancing. IS has been super helpful by getting students (and staff) laptops to take home over the closure.

Chair Roy Captain commends the communications team at Cascadia, their work has been very successful, especially knowing how everyone is stretched thin right now.

Trustee Dr. Meghan Quint also shares her thanks to the entire communications team in their efforts.

What has been the current status of recruitment and advertising during this time?

We have a few campaigns that are occurring right now. One is advertising for professional and technical programs. We usually have a big campaign at the same time we open the summer and fall catalog, a lot of energy is going into that right now. Spring quarter recruiting has been different, we have been down about 1.5 to 2 % in comparison to last year.

We have a weekly fast track information session; those have been happening in person and will have them moved completely online. Once the student has applied for admissions, they connect with Kira who will sign the potential student for a follow-up session. These are all moving to online through ZOOM.

Vice Chair Janet McDaniel: thinks we are doing a great job and everyone seems to be doing all that they can. The sustainability of our processes is something we will need to continue to work on as we are working in this new modality.

Do we have any help coming from the governor?

There is a request from State Board to the governor that if enrollment is down, can we get support to continue work? President Murray will update the Board on this request when he gets more information.

Thank you again to everyone involved!

Our Community: Hanover Research Part One

The college had a market survey conducted that is information strategic planning decision making. This is the first of several sessions to share those results. Part One includes a gap analysis of market and job trends in our service district.

Key Findings:

Expand current computer science-related program offerings

- Projections for fastest job growth in King County 2017-2027.
- Largest number of job postings for 6 months prior to Feb. 2020.
- Software and application development in highest demand.

Assess viability of marketing-related program offerings

- Projections for second highest job growth in King County 2017-2027
- Third highest number of job postings for 6 months prior to February 2020.
- Marketing managers sought after by large companies; interested in candidates with BA degrees and professional certificates in marketing and communication areas.

Next Steps:

- Survey prospective students in service area.
- Incorporate findings into Strategic Enrollment Management Plan (where to focus recruiting efforts).
- Incorporate findings into Guided Pathways (Potential development of new programs).

Comments/Questions:

Meagan Walker is doing an amazing job, kudos to her hard work.

Monthly Finance Workshop

Regular updates provided to the Board to keep the governing body up to date on the Colleges' budget/finances.

Below is the updated timeline of the Budget Process:

- March 18 – BOT Student Fees (1st Read)
- April 1 – Due from eTeam:
 - Reserve Summary
 - Renewal Plans (Labs, IS, Facilities)
 - Sub-Budgets (BAS, International, Library, UWB)
 - Guided Pathways
- April 3 – 1st Budget Council Meeting
- (April 13) – BOT Sub-Committee Detailed Meeting
- April 15 – BOT Renewal Plans and Reserves (1st Read)
- April 22 – Enrollment Projections Complete (10th day Spring Quarter)
- (May 18) – BOT Sub-Committee Detailed Meeting
- May 20 – BOT College Budget (1st Read) / Associated Students Budget (1st Read)
- (June 15) – BOT Sub-Committee Detailed Meeting
- June 17 – BOT Approvals

The College had a state audit exit interview earlier today in which there were no findings and had a clean audit.

Comments/Questions:
None to report

6. RECOMMENDED ACTION ITEMS

Student Fees (1st Read)

Chair Roy Captain asked for approval of the student fees. Vice Chair Janet McDaniel made a motion to approve the student fees and Trustee Dr. Meghan Quint seconded the motion. All in favor, no abstains.

~~Use of Facilities and Expressive Activity Policy (1st Read)~~ Postponed.

COVID-19 Expenses (1st Read)

Chair Roy Captain asked for approval of the COVID-19 Expense Request. Trustee Vice Chair Janet McDaniel made a motion to approve the COVID-19 Expenses and Trustee Mike Kelly seconded the motion. All in favor, no abstains.

Naming Opportunity: Tjossem Board Room (1st Read)

Chair Roy Captain asked for approval of adopting the Tjossem Board Room name wherever the Board congregates. Trustee Mike Kelly made a motion to approve the Tjossem Board Room name and Vice Chair Janet McDaniel seconded the motion. All in favor, no abstains.

7. REPORTS

Cascadia Events & Advocacy Board (EAB): Advocacy Board Chair Aarushi Sahai was present and nothing to add.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty was not present.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Administrative Services Manager, Marah Selves was present and did not have anything to add to the report.

Chair and Individual Board Members Reports:
Nothing to add.

President's Report:
President Murray will be ending the daily reports to the trustees as of today unless something significant happens.

8. OTHER BUSINESS/ANNOUNCEMENT

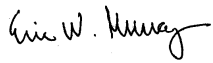
9. MEETING ADJOURNMENT

Chair Roy Captain adjourned the regular meeting at 6:47pm

10. Minutes Approved and Adopted on April 15th, 2020



Roy Captain, Board Chair

Attest:


Dr. Eric Murray, President

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