

**Minutes
Regular Meeting
Cascadia College Board of Trustees
April 15th 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 – David Shapiro, 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, Donna Sullivan, Erik Tinglestad, Erin Blakeney, Kristina Young, Lyn Eisenhour, Sara Gomez-Taylor,

EXECUTIVE SESSION

The Board will meet in a fifteen 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 4:19 PM

1. CALL TO ORDER

Chair Roy Captain called the meeting to order at 4:19pm.

2. CONSENT AGENDA

Chair Roy Captain asked for approval of the consent agenda. Trustee Janet McDaniel made a motion to approve the consent agenda and Trustee Mike Kelly 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

Operating Update

There are three major areas we are focusing on right now:

- ctCLink
 - Stress is high right now, people are working very hard. Working from home during a pandemic is stressful, President Murray commends the team for continuing to move things forward.
 - Mock run will take place next week during accreditation.
 - Go-live is still scheduled for May 11th.
 - SBCTC reports we are on track for moving forward.
- Accreditation
 - Roy and Colleen met with Kerry to prepare for the accreditation visit.
- Response to COVID
 - Everyone is working harder. Many, many Zoom meetings, working with students on phones.
 - Enrollment held steady.

Comments/Questions:

Do you anticipate any delays based on the group of colleges that went live prior to May?

No. Two colleges went already and are struggling mostly around student financials, they didn't have a chance to finish testing, but we have. Our process is matching outcomes, it doesn't seem we will encounter the same difficulties.

Do you anticipate support issues from resources being diverted to the other colleges?

No.

Do you anticipate any delay past May 11?

There is a slight chance, but it would be based on SBCTC. We'll know more after our trial run next week. We are as ready as we can be.

Trustee Mike Kelly gives his thanks and gratitude to all the staff who have worked so hard.

President Murray suggested that the Board could pass a resolution that could be published and read at the All Employee event, though we're not sure at this point where/if it will take place - maybe a reception and appreciation event in June or when we aren't bound by social distancing. Trustee Captain seconded this idea.

Strategic Plan Update: Student Achievement Plan –Guided Pathways Update

- Report didn't make it into the packet, Lily will email out the report after the meeting.
- Three pillars:
 - Equity and Inclusion
 - Strategic Enrollment Management
 - Student Achievement

Strategic Plan Update: Student Achievement Plan –Guided Pathways Update (continued)

- Guided Pathways is a student-centered approach to redesigning the community college experience with an equity-minded focus to promote student access, retention and completion of programs that support their academic and employment goals.
- Cascadia is part of a cohort of 22 community and technical colleges who were asked to develop a five-year implementation plan for Guided Pathways.
- In 2019, the State Legislature provided funding for the current biennium to assist community colleges implement Guided Pathways.
- Building on upon years of ad hoc work, a summer workgroup was created in June 2019 to review GP activities to that point and plan early implementation of Guided Pathways at Cascadia. The Summer Workgroup organized a campus event at the fall DIA introducing Guided Pathways to faculty and staff.
- In January 2020, a group of faculty, administrators and other stakeholders developed a five-year implementation plan for guided pathways organized around 16 essential practices. The plan was submitted to the SBCTC in early March. Feedback on the plan is expected on April 30, 2020.
- Beginning Spring Quarter, the GP Leadership Team, consisting of two faculty and two administrators will begin implementing the five-year plan. Work during the Spring and Summer Quarters will focus on:
 - Developing a leadership structure to implement essential practices and coordinate implementation with other campus initiatives
 - Engage students, faculty and staff to review areas of study that help study identify academic paths
 - Continue communication of GP implementation to the campus community.
 - Engage students, faculty, and staff to define structure and begin developing program maps that provide a comprehensive quarter by quarter outline of relevant academic courses, career and transfer information, academic and student supports, and co-curricular activities that students can follow in order to achieve their academic and/or employment goals.

Comments/Questions:

No comments or questions.

5. DISCUSSION/PRESENTATION ITEMS

Accreditation Peer-Review Visit Preparation

- Overarching focus of NWCCU
 - Student Achievement
 - Equity-Equity mitigating equity gaps
- Outcomes of the Evaluation
 - Evaluator's primary responsibility is to make a considered and informed judgement with respond to the criteria of standards
 - Commendation- positive recognition
 - Recommendation- non-binding peer evaluator suggestion to the Board of Commissioner.
- Timeline
 - April: We will get a preview of the commendation and recommendations
 - May: We receive the review teams report to the commission and will have the opportunity for correction
 - June: NWCCU Commission Meeting and can accept or amend the report, ad hoc report required.
 - July: We received the final outcome letter from the commission

Accreditation Peer-Review Visit Preparation (Continued)

- Fall: Begin refreshing our mission statement, operationalize strategic plan chapters through unit planning

Comments/Questions:

No comments or questions.

Our Community: Part II, K-12

- Enrollment projections:
 - LWSD 9.2% increase from 2019-2024
 - NSD 9-10% increase from 2019-2024
- College Choice
 - Top 8 feeder districts and percentage of students who enroll in Cascadia.
 - Northshore (17%), Monroe (14%), Snohomish (8%), Riverview (7%), Everett (6%), LWSD (4%), Edmonds (3%), Mukilteo (3%).
 - These numbers do not include running start.
 - The biggest opportunity is in LWSD, only 4% of students from LWSD come to Cascadia, about 16% go to Bellevue College, with the rest going to UW or Private schools.

Comments/Questions:

Is there a possible thought as to why only 4% of LWSD students are coming to our campus? Because of the demographics and the higher median income is not community college material?

A huge percentage is going to Bellevue College, so there is a need there for community colleges, but more students are straying away from our school. We would like to speak to High School Counselors so they would recommend us more.

Is there a possibility that it might be to our advantage to invite high school counselors to our campus to show them our environment?

They have come to campus to meet with our advisors on a couple of occasions.
Washington Council for High School-College Relations (WCHSCR)

Trying to think of different ways to touch these counselors. When faculty speak, they have a great way to convey the strengths of Cascadia. It would be great to have them continue the face to face connections with future students and high school counselor.

If we could have a counselor of the year award to interview them and connect them to our campus in a personal way.

We have 2 more studies with Hanover right now, so we are putting that on hold for now and then we pick it up again in the coming months.

Monthly Finance Workshop

- We are committed to staying on track with giving you the information we have promised to you.
- The categories and tracking will be easier as the same sections and categories in our current system will be the same in ctcLink.
- The college has never taken on debt, we are doing really well at maintaining our reserves.

Monthly Finance Workshop (Continued)

Comments/Questions:

How much do we currently have in our reserves?

About 5 Million

Knowing how much we have in our reserves (what is unencumbered and available) would be really helpful for future decision making.

Next BOT meeting, we will have that number for you.

6. RECOMMENDED ACTION ITEMS

Lab, Facilities, Technology Replacement Budgets (1st Read/Action)

The facilities piece was something that was discussed last year, Schedule a meeting with Mike, Janet, Marty & Eric the week before the May Board meeting.

Non-voting discussion, 1st ready only.

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): David Shapiro, Tenured Founding Faculty was present and wanted to say thank you to the Board for approving the additional funds for faculty members.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Administrative Services Manager, Marah Selves was present and wanted to add that the stewards got together last week and are going to get a classified member meeting next week.

Chair and Individual Board Members Reports:

Nothing to add.

President's Report:

A state wide meeting with the section lead for AAG 's is next week to discuss our compliance with remote Board meetings. Lily will be in attendance and will report back.

Chair of the WACTC has been ramping up and I will keep everyone informed of my time spent.

Thank you to everyone for working hard and keeping us moving forward.

8. OTHER BUSINESS/ANNOUNCEMENT

9. MEETING ADJOURNMENT

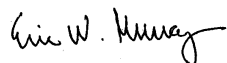
Chair Roy Captain adjourned the regular meeting at 5:43 PM

10. Minutes Approved and Adopted on May 20th, 2020



Roy Captain, Board Chair

Attest:



Dr. Eric Murray, President

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