

**Minutes  
Regular Meeting  
Cascadia College Board of Trustees  
May 20<sup>th</sup>, 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**

Donna Sullivan, Erik Tinglestad, Erin Blakeney, Kristina Young, Lyn Eisenhour, Erika Morales, David Berner, Michael Horn, Erica Almeda, Azizeh Farajallah, Seraphine Shen-Miller, Deann Holliday, Lyn Eisenhour, Haley Green, Juan Maldonado, Scott McKean, Becky Riopel, Kris Harrell,

**1. CALL TO ORDER**

Chair Roy Captain called the meeting to order at 4:02pm.

**2. CONSENT AGENDA**

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

- Introduction of New Employees/Promotions:
  - Ericka Morales, Academic Advisor –Completion and Retention
  - David Berner, Assistant Director –Enrollment Services
  - Michael Horn, Director –Institutional Effectiveness

## 5. RECOMMENDED ACTION ITEMS

- Tenure Votes (resolutions read):

- Dr. Azizeh Farajallah

**Vice Chair Janet McDaniel made a motion to grant tenure to Dr. Azizeh Farajallah and Trustee Dr. Meghan Quint seconded the motion. Hearing no objections, the trustees grant tenure to Dr. Azizeh Farajallah.**

**Congratulations to Dr. Azizeh Farajallah!**

- Dr. Seraphine Shen-Miller

**Vice Chair Janet McDaniel made a motion to grant tenure to Dr. Seraphine Shen-Miller and Trustee Dr. Meghan Quint seconded the motion. Hearing no objections, the trustees grant tenure to Dr. Seraphine Shen-Miller.**

**Congratulations to Dr. Seraphine Shen-Miller!**

- Erica Almeda

**Trustee Colleen Ponto made a motion to grant tenure to Erica Almeda and Vice Chair Janet McDaniel seconded the motion. Hearing no objections, the trustees grant tenure to Erica Almeda.**

**Congratulations to Erica Almeda!**

## 6. INFORMATION ITEMS

### Operational Update:

#### COVID

- The campus continues to operate in a remote fashion and will do so through summer quarter. Fall quarter is yet to be determined. Health and State guidance will determine the operating modality for Fall.
- To prepare for as many classes as can possibly return to campus in the Fall, the staff and faculty are preparing a Facilities Re-Entry Plan and an Instructional Re-Entry Plan. These two comprehensive plans will guide the physical, behavioral, and class delivery changes that need to occur for Fall to be successful. As employees are allowed to come back to campus during the summer, these action items will be implemented.
- Costs for the COVID response have been tracked. The initial \$250,000 approved by the Board has been (and currently is being) spent. However, CARES Act funding will reimburse these costs.
- We do not yet know the effects of COVID on enrollment for Summer and Fall. Enrollment periods begin after ctCLink GoLive has been completed. The Outreach and Marketing departments are planning an aggressive campaign to our community for the summer.

#### ctCLink

- The “dry run” in April went well and pending problems were identified and resolved. The SBCTC guaranteed support with GoLive and so the process has launched.
- Student facing systems, human resources and payroll, and financial systems will all be live again approximately May 26.

## 6. INFORMATION ITEMS (Continued)

### Operational Update (continued):

Comments/Questions:

Kudos from the Board to Scott and the Team on all of their work on ctcLink. Congrats on the hard work.

What is the plan to reopen?

We have been trying to tell students what our plan is. We haven't had a lot of questions for fall yet. June 1<sup>st</sup> we will have all of the information for the Re-Entry plan.

Have you heard feedback from students on how the quarter is going?

Yes, we sent out a survey to students and asking how the process is going for them thus far, what barriers are you facing, etc. We got over 300 students to reply to us. Technology wasn't the issue which was great, but there was mention on how hard it is for lots of students who are working and who have families. We will be sending out another survey post quarter to get additional feedback from the students. Another issue that we have been dealing with is learning and assessment in the new environment, for example, some institutions have decided to go with a pass/fail method.

Could we add to a Friday letter what Erin and her department have been doing during these particular times? Sometimes making the work more known is extremely beneficial.

Great job to the Cascadia team and navigating the community during these specific times.

### Accreditation Review:

- We have gotten through some major hurdles over the past few months with the launch of ctcLink and accreditation. Our work is not over yet. We have our list of recommendations and commendations.
- The commissioners will review the draft report from the peer review team. They could amend the outcome, they could add or subtract. We were very transparent and open about weaknesses. We will receive a final outcome letter in July which will include a timeline of when the recommendations will be completed by us.
- President Murray and Dr. Levett reviewed and responded to the draft report from the Peer-Evaluation Team. (5.10.2020)
- The Peer-Evaluation report is submitted to the NWCCU Commissioners for action at their June 2020 meeting. The Commissioners can accept the outcomes as drafted by the Peer-Review Team, or amend the outcomes. We have the opportunity to address the Commissioners during the discussion of our report.
- We will receive a final outcome letter in July with recommendations and timelines for reporting

Comments/Questions:

Thank you for all the hard work and leadership, especially Kerry. The outcome is outstanding, congratulations. To experience your leadership, it was exemplary you set the college up for success. Thank you to you and your team!

Where there any surprises in the results?

No, I think everything was accurate and valid.

### Strategic Enrollment Management Update:

- The timeline for the SEM Plan is adjusting for ctcLink, COVID, and the on-boarding of our new Director of Institutional Effectiveness.

## 6. INFORMATION ITEMS (Continued)

### Strategic Enrollment Management Update (continued):

- The college contracted with Hanover Research to conduct three studies: an overview of our service area, a survey of prospective students, and a third study to be determined. (We are currently considering a review of our enrollment funnel.) Only the first was completed before we went into a COVID quarantine. We will resume the studies once society has partially re-opened.
- Looking ahead, we will produce two versions of the SEM Plan. 1.0 will be ready in time for the September Trustees' retreat. 2.0 will follow once we have been able to complete the Hanover studies and update data with the assistance of our new IE Director.
- Formal adoption of these plans will come about in the November meeting.

Comments/Questions:

No questions or comments.

## 7. DISCUSSION/PRESENTATION ITEMS

### 2020-2021 ASCC Budget (1<sup>st</sup> Read):

	2018-2019 Allocated	2019-2020 Allocated	Spent as of 5.4.20	2020-2021 Request	2020-2021 Proposed	
<b>Yours Truly</b>	\$ 10,000.00	\$ 10,000.00	\$ 41.53	\$ 11,000.00	\$ 1,000.00	
<b>Campus Sustainability Coord.</b>	\$ 4,488.00	\$ 5,250.00	\$ 3,397.31	\$ 8,438.40	\$ 6,000.00	
<b>Community Engagement Officer</b>	\$ 4,714.00	\$ 5,112.50	\$ 3,161.16	\$ 3,425.00	\$ 1,700.00	
<b>Earth Week</b>				\$ 2,000.00	\$ -	\$1,600 fund balance
<b>Student Life Advisor</b>	\$ 66,471.00	\$ 76,752.46	\$ 72,651.00	\$ 72,961.00	\$ 72,961.00	
<b>Student Life Assistant Director</b>	\$ 76,488.00	\$ 89,188.84	\$ 86,783.60	\$ 86,481.00	\$ 86,481.00	
<b>Student Life Professional Dev.</b>	\$ 7,500.00	\$ 10,000.00	\$ 4,925.16	\$ 8,000.00	\$ 2,000.00	
<b>The "Center"</b>	\$ 16,000.00	\$ 16,696.40	\$ 3,262.17	\$ 32,996.35	\$ 18,350.45	
<b>Center Professional Staff</b>				\$ 46,000.00	\$ -	\$46,000 fund balance
<b>Equity &amp; Inclusion Initiatives</b>				\$ 4,000.00	\$ -	\$2,300 fund balance (no photo campaign)
<b>Outdoor Wellness</b>		\$ 20,000.00	\$ 5,719.11	\$ 19,307.72	\$ 17,100.00	
<b>Club Council</b>	\$ 23,000.00	\$ 35,000.00	\$ 21,746.53	\$ 40,000.00	\$ 20,000.00	
<b>Student Life Operations</b>	\$ 180,339.00	\$ 188,667.10	\$ 108,460.20	\$ 182,170.00	\$ 150,000.00	
<b>Wetland Day</b>		\$ 750.00	\$ -	\$ 750.00	\$ 500.00	
<b>Kodiak Cave/Food Pantry</b>	\$ 40,000.00	\$ 76,326.23	\$ 47,084.63	\$ 90,942.00	\$ 78,000.00	
<b>Jumpstart Orientations</b>	\$ 4,000.00	\$ 5,500.00	\$ 6,158.24	\$ 6,000.00	\$ 4,000.00	
<b>Kodiak Leadership Program</b>	\$ 12,400.00	\$ 12,000.00	\$ -	\$ 6,000.00	\$ -	did not fund
<b>Events &amp; Advocacy Board (EAB)</b>	\$ 82,500.00	\$ 75,800.00	\$ 51,411.93	\$ 85,800.00	\$ 60,000.00	
<b>Health &amp; Wellness Resource Ctr</b>	\$ 41,209.00	\$ 57,514.00	\$ 78,996.00	\$ 59,156.00	\$ 52,000.00	
<b>Victim Advocate</b>		\$ 26,820.00	\$ 8,410.00	\$ 28,621.00	\$ 14,310.50	
<b>Recreation &amp; Intramurals</b>	\$ 50,000.00	\$ 9,600.00	\$ 1,560.00	\$ 6,000.00	\$ 1,200.00	
				\$ 800,048.47		
<b>Contingency (automatic 5%)</b>				\$ 30,780.75	\$ 30,780.75	
				\$ 830,829.22	\$ 616,383.70	
			<b>Allocation:</b>	\$ 615,612.00	\$ 615,612.00	
				\$ (215,217.22)	\$ (771.70)	(will be a melt during the year)
					\$ 7,600.00	additional projected deficit to be taken from fund balance

## 7. DISCUSSION/PRESENTATION ITEMS (Continued)

### 2020-2021 ASCC Budget (1<sup>st</sup> Read) (continued):

#### Comments/Questions:

Some things got more money than original request, please tell us more about that.

For the most part, because we had a budget deficit we had to cut quite a bit. We did our best not to cut salary positions

For COVID -19 are there expenses that we are not incurring?

Yes, some of our program funding. We don't have to pay for room rentals. We are still having programs for students, but now we can use money to get additional software. For the most part, there are only a few things that won't be able to happen for example the wetlands.

**The Board was ready to approve the presented ASCC Budget.**

**Trustee Mike Kelly made the motion to approve the 2020-2021 ASCC Budget that was presented to us today. Vice Chair Janet McDaniel second the motion. Hearing no objections, the trustees approved the 2020-2021 ASCC Budget.**

### Financial Workshop: 2020-2021 College Budget (1<sup>st</sup> Read)

Eric went through the Budget summary in detail. Cascadia currently has a 2.6 Million dollar deficit and about \$17.4 million in reserves.

We have 6 additional expense requests from the Reserves that will need to be reviewed by the Board in June. We are open to authorizing a range or an "up to" amount to anticipate additional costs that may come up from COVID.

Eric will be sending out the spreadsheet that was presented today to the board.

The Board authorized the \$250,000 for COVID expenses in Spring, but we also received CARES funding for college support of \$586,000. There is an additional CARES fund of \$586,000 dedicated to student assistance, but the criteria for accessing those funds is very narrow. We are staying within federal guidelines.

While we are fine for now, we are going to have to revisit in Fall to see where the allocation and enrollment are going. Our current funding model has been going down for years, we have been much more successful than other colleges, but we need to be strategic and proactive to maintain a sustainable budget for here and the future. We are the best off financially in comparison to other colleges in the area.

#### Comments/Questions:

I like the idea of taking a look at the budget in the summer and then a revamp in the Fall. I appreciate the conservative approach.

It is great to know we are not going to need to make any drastic measures.

I am comfortable with the proposed budget. Being conservative is a smart business move.

## 8. 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 commend the Board and Eric to take it slowly is really commendable. Thank you for your willingness to proceed carefully and thoughtfully.

People are worried about being asked to do things that they feel will endanger them or compromise their health. We are not sure about the modalities in Fall, but as long as people know that they are not asked to do things that would make them feel uncomfortable.

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. We have another member meeting tomorrow. We are reminding our team that we are in much better shape than many of our sister schools.

Chair and Individual Board Members Reports:  
Nothing to add.

President's Report:

### **Commencement and Graduation**

We are trying to mirror the in person ceremony as much as possible. I think it would be special to hear from the trustees. There is flexibility there to include more people or just have Roy make a speech.

### **Online E-Learning Fees**

Re restructuring the E-Learning Fee: we are interested in charging a small amount across all students rather than just charging the online student a large fee. Dr. Murray asked if the Board was willing to hear and possible approve a proposal in June. The Board would be open to discuss a change at the next board meeting.

### **ACT Dues**

Do the trustees value the membership of the ACT? Would you like to continue paying the dues? Comments from the Trustees:

I think the Board should take on more responsibility to participate in these meetings.

I don't think it would be good to become a renegade in this particular scenario.

While we may not attend they are a lobbying organization and support our efforts.

We need to build connections right now more than ever. Be a leader and set an example.

The dues will be paid.

## 9. OTHER BUSINESS/ANNOUNCEMENT

## 10. MEETING ADJOURNMENT

Chair Roy Captain adjourned the regular meeting at 6:14 PM

## 11. Minutes Approved and Adopted on June 17<sup>th</sup>, 2020



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Roy Captain, Board Chair

Attest: 

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Dr. Eric Murray, President

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