**Minutes**

**Regular Meeting**

**Cascadia College Board of Trustees**

**October 16, 2019**

**Cascadia College**

**18345 Campus Way N.E.**

**Bothell, WA 98011**

**BOARD OF TRUSTEES**

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

**EXECUTIVE STAFF**

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

Alan Smith (AAG) present.

Vicki Newton (recorder) present.

**AREA REPRESENTATIVES**

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

Student Representative – Aarushi Sahai, EAB Advocacy Chair present.

WPEA Representative – Marah Selves, Administrative Services Manager present.

**AUDIENCE**

Lily Allen, Dahlia Bergen, Erin Blakeney, Glenn Colby, Lyn Eisenhour, Bryan Fauth, Deja Harris, Siv Heang, Shandy Stomieroski, Angela Wu, and Kristina Young present.

**EXECUTIVE SESSION**

There was no Executive Session planned for this meeting.

**CONVENED TO PUBLIC SESSION AT 4:00 P.M.**

1. **CALL TO ORDER**

Chair Roy Captain called the meeting to order at 4:00 p.m.

The trustees took a campus tour from 4:00-4:45 p.m.

1. **CONSENT AGENDA**

President Murray asked that the E&I Action Plan noted in the discussion/presentation items section be the first item discussed on the agenda.

**Chair Roy Captain asked for approval of the consent agenda, with the one item moved as requested by President Murray. Trustee Mike Kelly made a motion to approve the consent agenda and Trustee Dr. Meghan Quint seconded the motion. Hearing no objections the trustees approved the agenda.**

1. **PUBLIC COMMENTS**

There were no public comments.

1. **INTRODUCTIONS OF NEW EVENTS & ADVOCACY BOARD (EAB’s) AND NEW EMPLOYEES/PROMOTIONS:**
* Introduction of new trustee and EAB Advocacy Chair:

President Murray introduced and welcomed our newest trustee Dr. Colleen Ponto and Aarushi Sahai the EAB Advocacy Chair who sits on the board as the student representative.

* Introduction of new Events & Advocacy Board (EAB’s):

President Murray introduced Shandy Stomieroski, Assistant Director of Student Life, and asked her to introduce the new Events & Advocacy Board (EAB’s). Ms. Stomieroski introduced the following EAB’s to the Board.

**Student Life**

Programming Chair – Eliza Sandoval (absent)

Advocacy Chair – Aarushi Sahai (present)

Art & Entertainment Coordinator – Angela Wu (present)

PR & Outreach Coordinator – Angelina Offin (absent)

Health & Sustainability Coordinator – Siv Heang (present)

Clubs Coordinator – Jewel Thacker (absent)

Special Events Coordinator – Dahlia Bergen (present)

Treasurer – applications being reviewed

Social Issues & Inclusion Coordinator – Deja Harris (present)

* The following new employees were introduced to the Board:

**President’s Office**

Lily Allen, Executive Assistant to the President and Rules Coordinator

* There were no employee promotions to share with the Board by E-Team members.
1. **DISCUSSION/PRESENTATION ITEM (moved as first item on agenda)**

E&I Action Plan

The college has worked for years to launch a comprehensive Equity & Inclusion Plan. Since the hire of the new Executive Director for Equity and Inclusion in January 2019, the college has made significant progress at solidifying the plan. The E&I Plan will become a chapter of the college’s new holistic Strategic Plan in 2020, but the first phase is ready for launch.

John Eklof, Executive Director of E&I presented the operational plan, common vocabulary that is a part of this work, rationales for this work, and the action items for 2019-20. As the Trustees become familiar with the plan, they can help shape the outcomes for eventual inclusion in the 2020 Strategic.

A copy of Mr. Eklof’s PowerPoint presentation is available upon request.

1. **INFORMATION ITEMS**

Disability Support Services 2018-2019 Annual Report

The Board received the Disability Support Services 2018-2019 Annual Report. Bryan Fauth, Assistant Director of Disability Support Services, was present to answer any questions the Board had on this information. The Board had no questions on the material presented and thanked Mr. Fauth for the thorough and informative report.

Enrollment Update

The 10th day of the term provides the college with a snapshot allowing us to compare our current enrollment to past enrollment. Dr. Kerry Levett, VP for Student Services and Success offered the following enrollment information to the Board:

* Overall decline of 73.3 FTES (-2.8%) from Fall 2018
* Third consecutive year of declining enrollment
* Some significant changes by enrollment type
	+ Running Start increased by 17.3% from Fall 2018
	+ State supported, international, and workforce decreasing trends
* Student outcomes vary
	+ Steady 60% over all retention trend rate (fall to fall enrollment)
	+ 3 year graduation rate down 10.2% over last 2 years
		- Equity gap increases
	+ Overall success rate (transfer out + graduation) down 6.8%
		- Equity gap slightly narrows

A copy of Dr. Levett’s PowerPoint presentation available upon request.

Corporate and Continuing Education

The Board received an update from President Murray of the Corporate and Continuing Education Center (CCEC) and he shared the CCEC 2019-2022 Vision with the Board.

CCEC is the partnering/collaborating of Cascadia College, Lake Washington Institute of Technology, and Everett Community College to offer courses and certificates to individuals who live and work in the cities of Bothell, Mill Creek, Woodinville, Redmond, Kirkland, Bellevue, Sammamish, and surrounding areas. Corporations, businesses, non-profits, and public agencies can also request customized training which can be delivered on-site or at any of their training locations. Guiding principles for this strategic alliance include:

* Leveraging strengths and assets of all partners
* Shared respect, recognition, and rewards
* Commitment to expanding services to the community in an accelerated time frame

BOT Topics Since 2016

President Murray shared a Board topics listing since 2016. The listing was broken down into annual topics scheduled for 2019-20 and one-off topics of occasionally scheduled topics for 2019-20. President Murray asked for suggestions about altering the yearly discussion schedule for 2019-20. Only Trustee Kelly asked that we add the School District Relations topic to the annual schedule.

1. **DISCUSSION/PRESENTATION ITEMS (continued)**

Monthly Financial Reporting: Philosophy on Reserves

The college has unencumbered reserves. The Board received a presentation by Marty Logan, VP of Administrative Services and HR, with the following points offered:

* What is in the bank?
	+ Roughly, 4.5 million encumbered
	+ Roughly, 7.2 million available
* Known Priorities
	+ IT (use encumbered money)
	+ Lab Replacements (spring recommendations)
	+ Facilities (spring recommendations)
	+ ctcLink (spring recommendations)
* Unknown Priorities
	+ Community Assessment Survey-conducted in Winter Quarter (spring recommendations)
	+ Rainy Day Fund (E-Team emergencies)
	+ STEM4 (SBCTC approved – usually short funded)
* Tactics
	+ Continue to search for grants to off-set costs
	+ Create joint legislative requests for items that affect both CC and UWB
	+ Create strategy to balance long term replacement with year-to-year realities

Ultimately, the Board should provide direction to the use of the reserves and this was the first of several discussions towards that outcome.

A copy of the Mr. Logan’s PowerPoint presentation is available on request.

Accreditation/Strategic Plan Update

Dr. Kerry Levett, VP for Student Learning & Success will use this time each month to give the Board an update on the process associated with Accreditation and the Strategic Plan.

This month’s update focused on the relationships of strategic planning to accreditation, the strategic planning process, the Board of Trustees’ role in the process, and a review of the timeline.

A copy of Dr. Levett’s PowerPoint presentation is available on request.

Emergency Preparedness

Cascadia has invested a significant amount of time in the past four months to bring the college to a new level of Emergency Preparedness. This work, undertaken by employees across multiple departments, includes:

* Building an Emergency Preparedness site on the go.cascadia intranet and updating the pages on Cascadia.edu
* Creating four accessible PowerPoints in English, Spanish, and Mandarin: general campus safety, earthquake, evacuation, and active shooter. These PPTs are available on our website, on go.cascadia, and on Canvas.
* Updating our Suspended Operations Plan.
* Training on AlertUs, OmniAlert, and Rapid Responder.
* Producing and submitting our Campus Annual Security & Fire Safety Report per the Cleary Act.
* Creating a roster of employees who will staff an Emergency Operations Center and begun the process of training them.
* Presenting Emergency Preparedness overview to educate faculty and staff at Convocation.

We are also in the process of updating our Emergency Evacuation Plan and establishing protocols for the President/Acting President in the event of a crisis.

Meagan Walker, VP of External Relations & Planning gave an overview to the Board on communicating out the protocol.

A copy of Ms. Walker’s PowerPoint presentation is available on request.

**7. RECOMMENDED ACTION ITEMS**

None

1. **REPORTS**

Cascadia Events & Advocacy Board (EAB): Advocacy Board Chair Aarushi Sahai was present but did not have anything more to add to her report included in the Board packet.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty was present but did not have anything more to add to her report included in the Board packet.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Administrative Services Manager, Marah Selves was present but did not have anything more to add to her report included in the Board packet.

Chair and Individual Board Members Reports:

Nothing to report.

President’s Report:

President Murray asked that the Board address any questions they may have on the E&I Plan at the next Board meeting.

Presidents acting protocols changed to include all trustees to the email announcing any President’s absences.

1. **OTHER BUSINESS/ANNOUNCEMENT**

Dr. Ponto requested that we add a sentence at the beginning of every presentation page explaining the objective of the presentation.

President Murray asked the Board bring their completed Board policy worksheets (given out at the summer retreat) to the next meeting.

President Murray asked the Board to read the SBCTC vision statement included in this month’s notebook. We do not have the authority to change this, but will use it to inform our own strategic thinking. We will discuss briefly at next month’s Board meeting.

1. **MEETING ADJOURNMENT**

Chair Roy Captain adjourned the regular meeting at 6:10 p.m.

1. **Minutes Approved and Adopted on November 20, 2019:**

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Roy Captain, Board Chair

Attest:

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Dr. Eric Murray, President

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