

**Minutes  
Regular Meeting  
Cascadia College Board of Trustees  
November 20, 2019**

**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, Dr. Eric Murray present. Meagan Walker absent.

Alan Smith (AAG) absent.

Lily Allen (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**

Erin Blakeney, Becky Riopel, Rebecca Chen, Sara Gomez Taylor, and Erik Tingelstad 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.

**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:**

- The following new employees were introduced to the Board:

**Administrative Services**

Rebecca Chen, Director of Finance

- There were no employee promotions to share with the Board by E-Team members.

## 5. INFORMATION ITEMS

### Legislative Ask for Funding

Cascadia and UW have a joint services agreement in which UWB oversees the employment, hiring, salaries, and benefits of the employees in these services while allowing Cascadia to co-manage their effectiveness. Cascadia receives a sum of funding by the legislature for salaries, benefits and COLA's for all community college employees. As many of Cascadia's services are provided by UWB employees on the joint campus, these employees are not considered in the allocation from the legislature or subsequently by the SBCTC.

On any other community college campus in Washington, those costs are anticipated by the legislature and reflected in additional funding for employees and/or services, AND tuition is adjusted to assist with those costs. Cascadia is the exception to this paradigm in that Cascadia's costs increase without the parallel revenue increases.

The administration of Cascadia College wishes to pursue a legislative request supported UWB and the SBCTC to rectify this funding situation. After consultation with UWB, the college President will present the Trustees a draft letter to the SBCTC and to our local legislators pursuing such a request. All of these materials will be ready to review at the January meeting.

President Murray will continue to work with the Trustees on the letter to State Board in anticipation for the legislative visits in January.

### Accreditation/Strategic Plan – Student Achievement Framework

The Board received a Draft of Cascadia's Student Achievement Framework (SAF) which included the Key Performance Indicators and Student Achievement Initiative (SAI) Metrics. The SAF represents key indicators that Cascadia College regularly monitors for making decisions about programs, interventions, and resources. The SAF aligns with the Northwest Commission on Colleges and Universities Standards (NWCCU) Standard for Accreditation. Dr. Kerry Levett, VP for Student Services and Success was there to answer questions on the information provided to the Board. The Board had no questions on the material presented.

### Bachelor's Program Update

The Board received an update on the two BAS degrees: Sustainable Practices (Launched in Fall 2015), and Mobile Application Development (Launched in fall of 2018).

- Student enrollment in both programs are below expectations, which is the current trend for many programs across the state.
- New strategies are being explored to increase enrollment, such as advisors participation in transfer fairs in the region, and working closely with the External Relations Team to initiate a digital marketing campaign.

Comments/Questions:

- No state dollars are used to support these programs, reserves are used to start these programs with the hopes that the programs will become self-sustaining in two years.
- Are there any rules around how long the college can support a program through reserves? There are no regulations on how long the college can use reserves.

Dr. Kerry Levett and Erik Tingelstad, Dean for Student Learning was there to answer questions on the information provided to the Board.

## 5. INFORMATION ITEMS (continued)

### ctcLink Update

Thank you to those who have been working hard on the ctcLink implementation. Cascadia is about 15% done with the implementation, others in the same deployment group are around 1-2% complete. Unfortunately, there has been issues with getting information in a timely manner from the State Board.

Comments/Questions:

- Is there a set matrix of what testing each department needs to go through? Yes, there are set tests provided but the State Board, but the biggest issue right now is logging on to the testing sites, the security process that is in place is not working, or will only work to a certain point.
- Clark College's implementation went relatively smoothly.

President Murray will be talking with the ctcLink Supervisor at State Board to understand the reasoning behind the delays and will report back to the team.

## 6. DISCUSSION/PRESENTATION ITEMS

### Equity and Inclusion Plan Feedback

At the Board meeting in October, John Eklof, Director for Equity and Inclusion presented the E&I plan to the Board. The Board was asked to review the plan and come with any questions regarding the plan.

Comments/Questions:

- Is the E&I Plan and live document? Can it be changed from time to time? Yes, at last April's DIA we let the college know that this is a live document. If we feel like we are not moving towards a good direction we will review the document.
- President Murray suggested a yearly review of the plan.

### Strategic Enrollment Management Update

Erin Blakeney, Dean of Student Success presented an update on Strategic Enrollment Management (SEM).

- The three pillars of the strategic plan include:
  - Student Achievement Plan
  - Equity and Inclusion
  - Strategic Enrollment Management.
- President Murray recommended the best way to use Cascadia's limited resources was to enhance recruiting and focus on retention. With that direction a process and timeline was created to carry this effort forward.
- Start with mission. Identify opportunities/needs by mining our own student databases for information as well as contracting a firm to conduct research on our behalf.
- Match opportunities/needs with best practices and ROI. Align with state SEM, Cascadia's E&I, and Student Achievement plans.
- Filter for viability given budget, facilities, staffing, etc.
- Research firm: Hanover Research Group. A survey on age, income and education will happen in December. In January they will look at identify night classes and parking fees
- The Board would like to have this information presented again later next year. All of the three pillars will be personalized and approved by the Board next fall.

A copy of Erin Blakeney's PowerPoint presentation is available on request.

## 6. DISCUSSION/PRESENTATION ITEMS (continued)

### Monthly Financial Reporting: Methodologies/Presentation Styles

Marty Logan, VP for Administrative Services and Human Resources presented an example of a new way to generate financial reports. The example was from Everett Community College. Their reporting model is similar to many other colleges. There may be direction from the State Board on a reporting structure with ctcLink, but there hasn't been any information about that.

Comments/Questions:

- This is a stopgap from now until the arrival of ctcLink?
  - Yes.
- Between now and year from now, I don't think we should invest a lot of staff effort to help us (BOT's) understand the reporting model. If ctcLink will change things around in March.
- If this reporting structure will be easier for the department, let's move forward with it.

### SBCTC Vision Statement

The Vision Statement and Strategic Plan from SBCTC was included in the packet given to the Board members. These documents illustrate the State Board's perspective on the goals for our entire system. Cascadia is working on aligning itself with the SBCTC vision.

Comments/Questions:

- There is a very clear focus on E&I, which is great. However, there should be more information on education, and helping students be successful.
- If the Board has any comments about the SBCTC vision statement, you can send them to President Murray.

### Policy Review Worksheets

Each year the Trustees review approximately 1/3 of the College's Board policies. These are over-arching governance policies for which the Board is responsible. The Trustees must indicate if each policy seems accurate to the best of their knowledge. Chair Roy Captain will be emailing his worksheet by the end of the week, all other trustees have turned in their completed worksheets. The Board had no questions on the worksheets.

## 7. RECOMMENDED ACTION ITEMS

### First Quarter Grants Approval

**Chair Roy Captain asked for approval of the use of the grants awarded to the College through November 2019. Trustee Mike Kelly made a motion to approve the grants awarded to the College and Vice Chair Janet McDaniel seconded the motion. All in favor, no abstains.**

### Transforming Lives Award Nomination

**Chair Roy Captain asked for approval of the Transforming Lives nominee Lily Giroux. Vice Chair Janet McDaniel made a motion to approve the nominee Lily Giroux and Trustee Dr. Meghan Quint seconded the motion. All in favor, no abstains.**

## 8. REPORTS

Cascadia Events & Advocacy Board (EAB): Advocacy Board Chair Aarushi Sahai was present and added she arrived from “Pizza and Politics” where 35 students attended to talk about navigating today’s political information and media landscape.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty was present and added that teachers are looking forward to ctcLink training. She added that program Assessments are coming up too.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Administrative Services Manager, Marah Selves was present and added that over 20 members showed up to their most recent meeting. Staff are getting a bit antsy with ctcLink.

Chair and Individual Board Members Reports:

Nothing to report.

President’s Report:

Last year, the Trustees wanted to investigate evening and night programs. South Puget Sound has a great program. They did a cohort model and had successful social media marketing. We do night programing at Cascadia (about 5 classes), but nothing extensive. The Hanover Research group will look into that more and get us more data.

President Murray will be passing along Bellevue’s President Board Evaluation to the Trustees for their viewing as an example of what another President evaluation looks like.

President Murray had a question for the Board members regarding School Districts: Would you like to have a narrative on the connections or invite school board directors to come to a BOT Meeting? Trustees would like to talk about this in their off-site meeting next month.

## 9. OTHER BUSINESS/ANNOUNCEMENT

President Murray asked the board to bring back the white folders from previous meetings so we can recycle them for future meetings.

## 10. MEETING ADJOURNMENT

Chair Roy Captain adjourned the regular meeting at 5:37pm

## 11. 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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