

**Minutes
Regular Meeting
Cascadia College Board of Trustees
May 19th, 2021**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

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

Alan Smith (AAG) present.

Lily Allen-Richter (recorder) present.

AREA REPRESENTATIVES

CCCFT Representative – David Shapiro, Senior 2 Tenured Founding Faculty present.

Student Representative – Angela Tang EAB Advocacy Chair present.

WPEA Representative – Marah Selves, Administrative Services Manager present.

AUDIENCE

Becky Riopel, David Ortiz, Erik Tingelstad, Erin Blakeney, Kari McGie, Kristina Young, Lyn Eisenhour, Michael Horn, Bryan Fauth, Sam Brown, Tasha Walston, Kathy Brown, Shyla Hansen, Robyn Ferret, and Sara Gomez Taylor

1. CALL TO ORDER

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

2. CONSENT AGENDA

Chair Roy Captain asked for approval of the consent agenda with the movement of the tenure vote to directly after the new employee introduction and announcement of promotions. Trustee Dr. Meghan Quint made a motion to approve the consent agenda with the above movement of the tenure vote. Trustee Vice Chair Mike Kelly seconded the motion. Hearing no objections, the trustees approved the consent agenda.

Note: Roy Captain will be leaving at 5:15pm and passing the gavel over to Mike Kelly.

3. PUBLIC COMMENTS

No public comments for the agenda.

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

- Shyla Hansen, new Fiscal Specialist 1
- Marty Logan announced a Promotion in his area.
- Dr. Kerry Levett, announced a Promotion in her area.

5. RECOMMENDED ACTION ITEMS A:

Tenure Votes

Kathleen Brown - Art

After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grants tenure to Kathleen Brown at Cascadia College and supports the attached tenure resolution.

Chair Roy Captain asked for approval to grant Kathleen Brown Tenure. Trustee Janet McDaniel makes a motion to grant Kathleen Brown Tenure and Dr. Colleen Ponto seconds the motion. All in favor, no abstains.

Tasha Walston – English

After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grants tenure to Tasha Walston at Cascadia College and supports the attached tenure resolution.

Chair Roy Captain asked for approval to grant Tasha Walston Tenure. Vice Chair Mike Kelly makes a motion to grant Tasha Walston Tenure and Trustee Janet McDaniel seconds the motions. All in favor, no abstains.

Comments/Questions:

- From the Board
 - So impressed by both of you.
 - You make our job easy with the work that you do.
 - We appreciate how you have positively impacted the educational journey of Cascadia students. THANK YOU!

6. INFORMATION ITEMS

BOT Retreat Date

- Proposing BOT Retreat date of Thursday, September 9th from 10:00am to 3:00pm in person.
- Lily will follow up with an email.

Comments/Questions:

- No questions or comments.

7. DISCUSSION/PRESENTATION ITEMS

Faculty Focus: English/FYC Update

- What has been done?
 - 2016-19:
 - Developed common curriculum in First-Year Composition courses
 - Shortened pre-college pathway from a 3-course sequence to one course
 - Offered co-requisite option for pre-college
 - 2020-21: English 95: designed to
 - Address gaps in reading
 - Help students transition from HS
 - Target digital and information literacy skills for returning students
 - Increased placement options for students
 - From only Accuplacer => HS transcripts, writing samples and more
 - Increased successful completion of college-level English in a student's first year
 - From 52% in 2010 to 64% in 2019.

7. DISCUSSION/PRESENTATION ITEMS (Continued)

Faculty Focus: English/FYC Update (Continued)

Comments/Questions:

- Not all next courses require English 101, but they require English 95. Very few students are taking 95, so they place into English 101. Our goal is to get more of them in 95 rather than skipping.

Measuring Mission Fulfillment: Alignment of Strategic Initiatives to Metrics

- Building the data infrastructure: Categories of mission fulfillment metrics
 - Access (Enrollment)
 - Access refers to the number of students enrolled, with a focus on assessing enrollment gaps across ethnic and other student groups. The following indicators are also assessed across Programs.
 - Achievement Milestones
 - Educational achievement Milestones are recognized accountability and mission fulfillment indicators in postsecondary education. We track the following milestone metrics, each reported by race/ethnicity and other groups, with a focus on assessing equity gaps across student groups.
- Continued: Categories of mission fulfillment metrics
 - Sense of Belonging
 - Students who report a higher sense of belonging at the end of their first year do better and persist more in their second and third years. Sense of belonging will be assessed using a yet to be development Climate/Engagement survey.
 - Student Learning Outcomes
 - Student Learning Outcomes indicator metrics ensure that Cascadia monitors and continuously improves learning. These outcomes are: Learn Actively; Think Critically, Creatively, & Reflectively; Communicate with Clarity and Originality; Interact in Diverse and Complex Environments.
 - Organizational Learning and Growth
 - Cascadia's ability to continuously improve is supported by employee growth. Assessing mission fulfillment must necessarily include indicator of the organization's reduction of internal equity gaps and capacity for continuous improvement in a dynamic environment.

Comments/Questions:

- Dashboard, when we will have a chance to look at that data?
 - They will be live, but depending on the metrics you are looking for we may not have active.
 - We'd also like to get into a routine on when we present data to the Board. Kerry and Eric will sit down to confirm a schedule.
- Very impressive work, looking forward to reviewing this in September.
- It is important for Kerry and the ETeam to do this work on a routinely basis.
- IEC, BOT Subcommittee and Michael on their work with this.

8. RECOMMENDED ACTION ITEMS B

2021-2022 College Budget (1st Read)

- Operating Budget
 - Running Start has continued to do well for us.
 - Our ESTIMATED deficit this year is going to be between \$500k-\$600k, we will bring the final number to the Board retreat in September.
 - ctLink line item is a buffer for the year end budget close out.

8. RECOMMENDED ACTION ITEMS B (Continued)

2021-2022 College Budget (1st Read) (Continued)

- Reserves
 - Current reserves are \$8.5 million (not including stimulus funding).
 - Stimulus funding we have received (that will need to be spent down over the next two years) is 6 million.
- Budget Council has approved the following:
 - Student Support Software
 - It looks like we will be able to fund this through Guided Pathways
 - Faculty Sabbatical Funding
 - Office of E&I Funding
 - Foundation Development Specialist Position
 - Roughly \$100k to the general operating budget.
- Communication/Outreach/Marketing
 - \$110k request to the Board for a full-time recruiting/marketing specialist and communication specialist.
 - Eric encourages the Board to fully support this funding.
- Facilities Renewal
 - Options 1-5
 - Eric encourages the Board to support Option 5.

Comments/Questions:

- “Spending down the stimulus funding”
 - The money spent needs to be used for “lost revenue” trying to add in \$5k for a COVID Memorial to that could be tricky.
- Can the facilities spending be fulfilled through stimulus spending?
 - We don’t think so. There are improvements to Mobius to help
- Stimulus projected expenses in 2022-2023 are we going to allocate anything to that yet?
 - It is unknown for now, it depends on the enrolment numbers. We could get this funding extended as that has happened in the past, but unsure how long we will have this for.
- Will STEM 4 incur any additional expense that we need to be prepared for.
 - It is hard to know what additional expenses we need to think about.
- COVID 19 memorial
 - If the students want that, we should support them and do what is best to get them back to normal.
- There could be an additional \$150k due to the ctcLink project.

2021-2022 ASSC Budget (1st Read & Approval)

Vice Chair Mike Kelly asked for approval of Cascadia College’s 2021-2022 ASSC Budget. Trustee Dr. Meghan Quint made a motion to approve Cascadia College’s 2021-2022 ASSC Budget and Trustee Janet McDaniel second. All in favor, no abstains. Roy absent.

2021-2022 Campus Budget (1st Read & Approval)

Vice Chair Mike Kelly asked for approval of Cascadia College’s 2021-2022 Campus Budget as presented today including the upcoming ctcLink charges, as well as the items highlighted in yellow that was prioritized by the Budget Council, in addition to the COVID-19 budget highlighted in grey and the upper estimate for the marketing budget and the repair and replacement budget. All approved, no abstains. Roy absent.

Comments/Questions:

Thank you for making the motions so quickly.

9. REPORTS

Cascadia Events & Advocacy Board (EAB): Angela Tang, Advocacy Board Chair was present and doesn't have anything to add to her report.

Cascadia Community College Federation of Teachers (CCCFT): David Shapiro, Tenured Founding Faculty was present and wanted to say thank you for the support of our tenure teachers and approving the sabbatical funding.

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

Chair and Individual Board Members Reports:

Janet and Mike attended the Spring Parent Campaign remote presentations for parents at Northshore School District. Thank you to Heather and Sara for their work with it as well.

President's Report:

- Tuesday, May 25th 4:30pm-5:30pm. Faculty and Tenure Event
- Tuesday, June 1st 2:00pm-4:00pm. All Employee Celebration Event
- Graduation on June 11th
- We have no idea about the vaccine mandate. UWB has send something out for students, but doesn't have any details. The CTC system is waiting for the governor to mandate it, but we won't know anything about this. More information to come, but we are working through it.
- Campus Safety. Our contract with Bothell PD. We have completed all listening sessions and then will meet with the chancellor at UWB to discuss the decision. Next month we will bring this back to the Board.
- Palestine and Israel conflict has been brought up and impacting our students and staff. We are going to bring the E&I council together to add something into the Friday letter this week.

10. OTHER BUSINESS/ANNOUNCEMENT

None

11. MEETING ADJOURNMENT

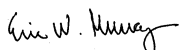
Chair Roy Captain adjourned the regular meeting at 5:49 PM

12. Minutes Approved and Adopted on June 16th 2021



Roy Captain, Board Chair

Attest:



Dr. Eric Murray, President
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