

**Minutes  
Regular Meeting  
Cascadia College Board of Trustees  
October 21<sup>st</sup>, 2020**

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

**BOARD OF TRUSTEES**

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

Trustee Janet McDaniel absent.

**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 present.

Student Representative – Angela Tang EAB Advocacy Chair present.

WPEA Representative – Marah Selves, Administrative Services Manager present.

**AUDIENCE**

Becky Riopel, Lyn Eisenhour, Deann Holliday, Megan Luce, Lindsay Burke, Sara Gomez Taylor, Haley Green, Donna Sullivan, Samantha Brown, Erik Tingelstad, David Berner

**1. CALL TO ORDER**

Chair Roy Captain called the meeting to order at 4:05pm

**2. CONSENT AGENDA**

**Chair Roy Captain asked for approval of the consent agenda with edits to page 12 regarding the 2020-2021 Legislative Action Committee BOT Rep Section where a copy paste error occurred and to page 13 to correct the spelling of Meagan. Vice Chair Mike Kelly made a motion to approve the consent agenda and Trustee Dr. Colleen Ponto seconded the motion. Hearing no objections, the trustees approved the consent agenda.**

**3. PUBLIC COMMENTS**

No public comments for the agenda.

**4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:**

- Introduction of New Employees/Promotions:
  - Samantha Penjaraenwatana, Student Life Advisor
  - Linda Richard, Full-Time Faculty Math Instructor
- Promotions – E-Team members will share staff promotions with the board. No promotions to discuss.

## 5. INFORMATION ITEMS

### Adoption of OER's (Open Educational Resources) by the Math Discipline

- In addition to the PowerPoint shared, additional notes are below:
  - Spring 2018: none of our math courses were using OERs so every math student spent approximately \$150 on a textbook.
  - Summer 2018: work group funded to develop common WAMAP courses and convert Pre-calculus sequence, Business sequence, and Math in Society to OER (cost = \$3000 to VP office).
  - Summer 2020: work group funded to convert Developmental Math and Calculus sequences to OER (cost = \$2700 to VP office and \$2500 to BEdA funding).
  - Fall 2020: 32/39 or 82% of math sections are using OER materials saving students approximately \$120,000 in fall quarter alone.
  - 20-21 Academic Year: Students will save approximately \$250,000 by using OER materials in math courses.
  - Cost to Cascadia College was less than \$10,000 Savings to students is \$250,000 (approximately) per academic year.

#### Comments/Questions:

- Great job to Megan Luce and the math faculty to open this option for large savings to students.

## 6. DISCUSSION/PRESENTATION ITEMS

### The Bock Learning Center – supporting students during a pandemic

- The Bock Learning Center provides both general and targeted (i.e. specific course) learning support to students. While the pandemic has presented challenges, the Bock Center staff have re-imagined their work to meet the needs of students in our remote reality.
  - Centralized zoom tutoring rooms. Students join a large open room and then is placed in an appropriate breakout room for their needs.
  - The work the Bock Learning Center Staff has done is much more involved than zoom training, they have also worked on how to maintain active learning models in the remote environment.
  - Moving into Fall the Bock Learning Center got survey feedback from students and staff to help make improvements to the department.
  - The Bock Learning Center has also noticed a decrease in requests for tutoring help so they have been exploring other options on how students can access these services asynchronously so that those who are unable to attend live tutoring sessions can still get assistance.
  - Additional resources from students include: Tips for being an online student, how to use Canvas, time management, manage stress and overwhelm and how to be successful in an online environment.
  - We are offering proctoring in the physical space for those who are not wanting to use HonorLock (the remote testing application). So people can schedule time to be in the Learning center with appropriate Covid precautions.

#### Comments/Questions:

- What are you most proud of?
  - The innovation of the department has been amazing. They have been coming up with great inventive ways to help students understand materials in the remote environment.
- What wonderful work to you and your department.
- Keep onward and upward with what you are doing. Your work is much appreciated.

## 6. DISCUSSION/PRESENTATION ITEMS (Continued)

### Monthly Finance Report: Fall Enrollment and 20-21 Projections

- FTE is considered preliminary until the end of the term.
  - Continued coding edits may take place up until the end of the term that result in modest changes to enrollment (typically < 30 FTE)
  - Most courses use the 10th day of the quarter as the census date for enrollment. However, continuous enrollment courses, such as internships, may use the last day of the term as the census date
- FALL2020 enrolled 2,221.0 FTE, down 14.4% (-374.3 FTE) from Fall 2019. Totals exclude College in the High School (CiHS).
- While most segments of enrollment were down, Running Start enrollment was up 3.3% (+24.7 FTE) to 775.7 FTE.
- State-Supported enrollment was down 17.2% for Fall 2020 (-270.6 FTE) to 1,303.7.

### Comments/Questions:

- The 10<sup>th</sup> day numbers are just getting in right now so 10-15% down is the average among the other colleges.
- Mike & Janet Sub-committee meeting will be called together before the next meeting.
- For the November meeting, can we get the spreadsheets before the meeting?
  - Yes.
- With the enrollment down, are we doing anything different for next quarter?
  - We are using historical trends right now, but we don't know what the next steps are. This is a very unique time and it seems like there are lots of students who may need an additional push.
- Lily, please add marketing to the next BOT agenda for November.
- Great to hear that Northshore School District is on board to help reach out to families, glad we are making solid connections.

### Strategic Plan: Draft Mission Statement Review

- In addition to the PowerPoint shared, additional notes are below:
  - The Trustees are invited to discuss the following questions (note: These are the same questions that were discussed during Convocation):
    - How well does our mission statement answer these questions:
    - Who we are?
    - To whom is our work directed?
    - Where we engage?
    - Our impact?
    - What matters most to us?
    - What matters most to the people in our district?
  - **Next Steps:**
    - (1) Institutional effectiveness Council (IEC) will summarize comments and feedback and share out for the college Community review.
    - (2) Board of Trustees Review and Approve/Affirm (January 2021)

### Comments/Questions:

Trustees shared their initial responses to the above questions regarding Cascadia's mission statement:

- What matters most to us?
  - Student Success
- What matters most to the people in our district?
  - Affordable higher education with greater success rates for our students.
  - Collaborative learning culture focused on student success.
  - "Like a plum."

## 6. DISCUSSION/PRESENTATION ITEMS (Continued)

### Strategic Plan: Draft Mission Statement Review

#### Comments/Questions:

- Even for those who never enroll with us, Cascadia brings a richness to the broader community.
- Think bigger, emotion, energy, passion, we help students “live into their greatness.”
- Move with the times, how do we reach out to a larger market?
- Community Leaders of past, present & future.

## 7. RECOMMENDED ACTION ITEMS

### NWCCU Approval for Distance Learning

***Chair Roy Captain asked for approval of the NWCCU Approval for Distance Learning. Vice Chair Mike Kelly made a motion to approve the NWCCU Approval for Distance Learning and Trustee Dr. Meghan Quint second the motion. All in favor, no abstains.***

#### Comments/Questions:

- Are we already self-monitoring this remote process?
  - Yes, we are going through the same auditing process as we did with in person classes in the online environment. Every course is reviewed on a 5 year basis to ensure the student learning outcomes are achieved.
- Have we re-implemented student evaluations? From my recollection we removed them sometime in the beginning of the pandemic?
  - Yes, we added them again over the summer and will continue through this summer.
- Each of the courses did have a shell for online prior to moving completely online. We are getting better, there was a foundation to start with. We are working hard to confirm that even though the experience might be different, the education gained from us will be the same no matter the modality.

## 8. 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 did want to add a shout out to Alan Smith for his presentation he gave on free speech. It was beautifully argued and quite passionate.

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

#### Chair and Individual Board Members Reports:

Northshore School District Meeting. Very informative and time well spent. This needs to happen more frequently, annually perhaps. Colleen added how we can mutually support each other. It really seems like we strengthened the relationship. Meghan can help with Lake Washington School District with Roy.

#### President's Report:

Thank you to the Board about the conversations surrounding the mission statements, marketing.

Shout out to Alan again

Where we need to head for Continuing Education.

## 8. REPORTS (Continued)

### President's Report:

Recruitment for Roy's replacement for next year. Eric meets with them one on one and then the Board chair, Eric and the candidate. We would like to vet at least 4 people before making a decision. Any additional people please send to Eric.

All trustees fall conference.

Kim Tanaka November 12<sup>th</sup> reminders.

Don't forget November is the last public meeting of the year.

## 9. OTHER BUSINESS/ANNOUNCEMENT

New Parking Garage. We are only at 8% occupancy for parking so our revenue is down 92% we are going to start paying back the loan, but if we don't have parking revenues come in we are going to have to pivot on paying back our loan.

## 10. MEETING ADJOURNMENT

Chair Roy Captain adjourned the regular meeting at 5:52PM

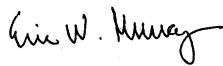
## 11. Minutes Approved and Adopted on October 21<sup>st</sup>, 2020



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Roy Captain, Board Chair

Attest:



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Dr. Eric Murray, President

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