

**Minutes
Regular Meeting
Cascadia College Board of Trustees
September 23rd 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 present.

Student Representative – Angela Tang EAB Advocacy Chair present.

WPEA Representative – Marah Selves, Administrative Services Manager present.

AUDIENCE

Becky Riopel, Lyn Eisenhour, Deann Holliday, Angela Tang, Dahlia Bergen, Safa Jamal, Angelina Offin, Kasey Lee, Kristina Kellermann, Madison Collins.

1. CALL TO ORDER

Chair Roy Captain called the meeting to order at 4:03pm

2. CONSENT AGENDA

Chair Roy Captain asked for approval of the consent agenda with edits to pages 7, 20 and 21 to include the correct spelling of Kellermann. Trustee Roy Captain 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

No public comments for the agenda.

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

- Introduction of New Employees/Promotions:
 - Kristina Kellermann, Temp Full-Time Faculty English Language Program (ELP)
 - Madison Collins, Director of the Activities & Recreation Center at Cascadia/UW Bothell
- Promotions – E-Team members will share staff promotions with the board.
No promotions to discuss
- Introduction of new EAB members – (BR)
 - Advocacy Chair – Angela Tang

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS (Continued):

- Introduction of new EAB members – (BR) (continued)
 - Programming Chair – Dahlia Bergen
 - Clubs Coordinator – Rola Eltantawy
 - Advocacy Coordinator – Safa Jamal
 - PR & Outreach Coordinator – Angelina Offin
 - Social Issues & Inclusion Coordinator – Nikky Nguyen
 - Arts & Entertainment Coordinator – Tori Chen
 - Health & Sustainability Coordinator – Kasey Lee

5. INFORMATION ITEMS

- **Zoom Platform**
 - This was something that came up in the retreat. What happens when Zoom fails?
 - We do have several alternatives in place.
 - Microsoft Teams
 - Canvas has some video capabilities as well.
 - All faculty also have a snow mode where they can communicate with their classes via CANVAS.
 - Just make sure we all show patience during this time.
 - Faculty do not use ZOOM for exams. If there was an issue during public speaking then faculty would be sure to show grace during that time.

Comments/Questions:

No questions or comments.

6. DISCUSSION/PRESENTATION ITEMS

- Monthly Finance Report
 - The executive team covered end of year financials, state finances as known to this point, and that more information will be available next month after we have a better understanding of our enrollment.

Comments/Questions:

No questions or comments.

- Working Strategic Plan Chapter priorities 2020-2021

Student Achievement: Guided Pathways

- In addition to the PowerPoint shared, additional notes are below:
 - Cascadia's Guided Pathways Work plan
 - Approved by the SBCTC April 3, 2020
 - Financially Support by HB 2158 Workforce Investment
 - Built on the Foundation of Essential Practices
 - Student Achievement Strategies and Priority Actions for 2020-2021
 - Fostering student sense of belonging
 - Creating transparency in our curriculum

Strategic Enrollment Management

- In addition to the PowerPoint shared, additional notes are below:

6. DISCUSSION/PRESENTATION ITEMS (Continued)

- Working Strategic Plan Chapter priorities 2020-2021 (continued)
 - a. Strategic Alignment
 - i. Strategic Zones
 - ii. Strategic Goals
 - iii. College Indicators
 - b. Parallel SBCTC's Enrollment Plan Pillars
 - i. K-12
 - ii. Adult Re-Engagement
 - iii. Onboarding & Entry
 - iv. Retention & Persistence
 - c. Matching Cascadia's Strategic Plan Priorities
 - i. Improve evaluation & practice
 - ii. Foster sense of belonging

E&I

- In addition to the PowerPoint shared, additional notes are below:
 - Close the achievement gap and raise retention and graduations rates of historically marginalized students through the Cascadia Scholars Program.
 - Increase Employee Diversity through revamping Cascadia's hiring process.
 - Create a collective approach to addressing E&I issues; improving transparency in E&I related decisions via Campus-Wide Town halls.

Comments/Questions:

Loved the phrase: "*collaborate to integrate*" that was in Meagan's PowerPoint.

- ctcLink Update
 - In addition to the PowerPoint shared, additional notes are below:
 - 25 Live is due to go live in November 2020
 - SBCTC Support has failed to meet their SLA targets, closing more tickets than were opened in only one of the five months.
 - In an attempt to improve support, the start board has been approved to hire 12 new positions across the pillars and in the training and documentation group. Hiring for these positions has begun, but it will be some months before we see improvements.

Comments/Questions:

We have finished 1st in Payroll every time in comparison to other institutions, so we seem to have the process down well.

Deann is leading the state board rather than the state board leading us. She has been a wonderful asset to the ctcLink implementation.

On behalf of the Trustees, thank you so much to you (Deann) and everyone else that has been working so hard. These student problems are bad, we don't want this to affect the students so we hope the state board will step up.

I am frustrated it now requires three people to be involved to get a response. I understand that they are busy, but these are directly affecting our students. If we as a Board need to communicate to the powers that be, I would be more than happy to sign it.

Commend the staff who is working on ctcLink, thank you!

7. RECOMMENDED ACTION ITEMS

2020-2021 Election of BOT Chair and Vice Chair (1st Read/Action) – (EM)

Chair Roy Captain has been nominated by Trustee Mike Kelly to continue to serve as the Chair for the Board of Trustees for 2020-2021. Trustee Dr. Colleen Ponto seconded the nomination.

Chair Roy Captain has accepted the nomination.

Trustee Mike Kelly has been nominated by Chair Roy Captain to serve as the Vice Chair for the Board of Trustees for 2020-2021. Trustee Dr. Meghan Quint seconded the nomination.

Trustee Mike Kelly has accepted the nomination.

Chair Roy Captain asked for approval of the 2020-2021 Election of BOT Chair and Vice Chair as nominated above. Trustee Janet McDaniel made a motion to approve the 2020-2021 Election of BOT Chair and Vice Chair, Trustee Dr. Meghan Quint seconded the motion. All in favor, no abstains.

AAG Alan Smith asked the Board to nominate a Treasurer/Fiscal Officer for the Board. AAG Alan Smith added that the VP of Administrative Services and HR typically hold this position.

Martin Logan VP of Administrative Services & HR has been nominated by Trustee Mike Kelly to serve as the Treasurer/Fiscal Officer for the Board of Trustees, Chair Roy Captain seconds this nomination.

Martin Logan has accepted the nomination.

Chair Roy Captain asked for approval of the Treasurer/Fiscal Officer for the Board of Trustees as nominated above. Trustee Janet McDaniel made a motion to approve the Treasurer/Fiscal Officer for the Board of Trustees, Trustee Mike Kelly seconded the motion. All in favor, no abstains.

Comments/Questions:

No comments or questions.

2020-2021 Legislative Action Committee BOT Rep (1st Read/Action) – (EM)

Trustee Janet McDaniel has been nominated by Chair Roy Captain to serve as the Trustee Mike Kelly to serve as the 2020-2021 Legislative Action Committee BOT Representative. Trustee, Dr. Meghan Quint seconds this nomination.

Trustee Janet McDaniel has accepted the nomination.

Chair Roy Captain asked for approval of the 2020-2021 Legislative Action Committee BOT Rep. Trustee Mike Kelly made a motion to approve the 2020-2021 Legislative Action Committee BOT Rep and Vice Chair Janet McDaniel seconded the motion. All in favor, no abstains.

Comments/Questions:

No Comments or questions.

7. RECOMMENDED ACTION ITEMS (Continued)

STEM 4 (1st Read/Action) – (MW)

Chair Roy Captain asked for approval of the STEM 4 allocation. Trustee Mike Kelly made a motion to approve the STEM 4 allocation and Trustee Colleen Ponto seconded the motion. All in favor, no abstains.

Comments/Questions:

The ground floor is going to be co-branded with UWB and Cascadia. With the additional funds awarded it retains the building as 50/50 equity so there wouldn't be a power struggle on who owns the majority of the building.

Meghan and Eric will continue to work with UWB to ensure that the new building is equality distributed. Cascadia would like use of the ground floor. Once we have some more answers, they will be shared with the Board.

Title IX (1st Read/Action) – (ML)

Chair Roy Captain asked for approval of the Title IX Employee Disciplinary Procedures and Grievance Procedures. Vice Chair Janet McDaniel made a motion to approve the Title IX Employee Disciplinary Procedures and Grievance Procedures and Trustee Dr. Colleen Ponto second the motion. All in favor, no abstains.

Comments/Questions:

No Comments or questions.

Expressive Activities (2nd Read) – (MW)

The Board has been given the Expressive Activities Policy to review again, approval will come at the November Board meeting after the Public Hearing.

Comments/Questions:

No Comments or questions.

8. REPORTS

Cascadia Events & Advocacy Board (EAB): Angela Tang, Advocacy Board Chair was present and wanted to share in addition to her report that social media platforms are being reviewed, welcome week information is available through discord and the EAB is sharing voter registration information and planning a virtual Halloween celebration.

Cascadia Community College Federation of Teachers (CCCFT): David Shapiro, Tenured Founding Faculty was present and wanted to add his and the faculties appreciate for Marah and all of the amazing work she has been doing to help them.

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:

I really appreciated Kerry's section of the letter that had specific names of people called out for their great work.

8. REPORTS (Continued)

President's Report:

We are moving forward with individual trustees to meet with NSSD and their trustees. Tentatively set for October 14th. Regarding annual discussion topics, we cover most of what is historically covered. If there is a specific topic you'd like please send it my way and I can update our topics list. We are ready for Fall quarter on Monday and everyone is doing the best they can. A small number of students are going to be on campus each day. We will have a limited number of staff on campus. We will move into this method for Winter Quarter as well and will make the decision for Spring Quarter in December.

9. OTHER BUSINESS/ANNOUNCEMENT

10. MEETING ADJOURNMENT

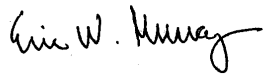
Chair Roy Captain adjourned the regular meeting at 5:54PM

Minutes Approved and Adopted on October 21st, 2020



Roy Captain, Board Chair

Attest:



Dr. Eric Murray, President

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