

**Minutes
Regular Meeting
Cascadia College
Board of Trustees
January 19, 2022**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

Chari Davenport, Dr. Kerry Levett, Meagan Walker, Bill Saraceno, and Dr. Eric Murray present.
Alan Smith (AAG) present.

Lily Allen-Richter (recorder) present.

GUESTS

Bokyung Kim (Student)

AREA REPRESENTATIVES

CCCFT Representative – David Shapiro, Senior 2 Tenured Founding Faculty present.
Student Representative – Tamara Wood, EAB Advocacy Chair present.
WPEA Representative – WPEA Representative absent.

AUDIENCE

Erin Blakeney, Lyn Eisenhour, Ketra Embleton Brent Green, Haley Green, Deann Holiday, Michael Horn, Noah Overby, Becky Riopel, Erin Richards, Sara Gómez Taylor, Erik Tingelstad, Bill Sarceno, Dave Shapiro, Kristina Young.

1. EXECUTIVE SESSION

The Board began the meeting in a fifteen (15) minute Executive Session to discuss number **2** below and/or any of the issues listed below:

1. to receive and evaluate complaints against a public officer or employee;
2. **to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;**
3. to discuss with legal counsel litigation or potential litigation to which the college is, or is likely to become, a party, when public knowledge of the discussion would likely result in adverse consequences to the college;
4. to consider, as a quasi-judicial body, a quasi-judicial matter, between named parties;
5. to consider matters governed by the administrative process act, chapter 34.05 RCW; and/or
6. to plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposal made in on-going negotiations or proceedings.

2. CALL TO ORDER

Board Chair Mike Kelly called the meeting to order at 4:15 PM

3. CONSENT AGENDA

The Board Chair asked for approval of the consent agenda. Trustee Janet McDaniel moved to approve the consent agenda. Trustee Colleen Ponto seconded the motion. The consent agenda was approved.

4. PUBLIC COMMENTS

There were no public comments.

5. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

None

6. INFORMATION ITEMS

Student Focus: Bokyung Kim

Bokyung shared their experience at Cascadia. Bokyung spoke about the good international student community, and how International Programs did a wonderful job making her feel empowered at school. Her experience was a good steppingstone for her life and learned a lot and met great people. Bokyung said thank you to The Board and the positive impact they have on students. Now at Seattle University as an Alfie Scholar, she is looking forward to see where her education will take her.

Comments/Questions

None

Sabbatical Focus

Transparency in Learning and Teaching (TILT)

- Learned New Software, including Adobe Photoshop and Wondershare Filmora
- Full revamp of BIOL 120 OL: hands-on labs with lab kit, TILT-ed assignments with personal choice, strong focus on the process of science
- Every week I am using these tools, thank you for approving my sabbatical

Comments/Questions:

What was your greatest surprise?

How many images online are Photoshopped, there are so many.

Faculty Focus

In Fall 2019, the TLA-Steering Committee began restructuring its leadership/membership model, replacing the faculty Director role (two-year term) with shared *Co-chair roles* for a *faculty-in-residence* (one-year term) and *exempt staff* (recurring). As the charter was re-written, the *roles of the 6 other members* (3 FTF, 2 AF, 1 librarian) were also bolstered and clarified, to include 10 hours of documented service per quarter, including meeting attendance and programming facilitation. These changes allowed the TLA-SC to be especially nimble in March 2020 when it began facilitating professional development and social opportunities on Zoom and via its online TLA Cascadia Corner blog/podcast forum.

The TLA-SC has continued in a similar vein since then, and periodic quick surveys of faculty indicate appreciation of the rejuvenated programming and online access to these.

Winter 2022 programming includes the following, some of which have carried over from Fall 2021:

- **Faculty Book Circle** featuring *Specifications Grading*, by Linda Nilson, with an author visit on 1/26/22
- **Prison Education Film Series**, co-facilitated with Tenured Faculty Jared Leising
- **Cascadia Teaching Corner Podcasts** featuring Sabbatical chats Forthcoming in Spring 2022:
- **Faculty Book Circle** featuring *Whistling Vivaldi*, by Claude Steele (with author visit planned)

In addition, in Fall 2021, the TLASC:

- Hosted **Writing Across the Curriculum**, facilitated by the English Division
- Sponsored the online attendance of 15 Faculty and Librarians to the excellent **(re)Imagining Equity in Higher Ed** professional development day, put on by the state board's ATLC Community of inquiry, on Nov. 21. This was followed by an online discussion forum in which each participant discussed their experiences.
- Launched its new physical space on campus: the **TLab+Studio** in LBA104, featuring stations for video recording, podcasting, editing, and a book library and coffee cart. The TLA will host an open house in Week 6 of Winter 2022, Feb. 7-10.
- Acquired a new email address **tla@cascadia.edu** to centralize communications.

Comments/Questions

Great work

Tenure Process Overview

This year we will have one tenure candidate, Nureni Adeyemo. He is a Business Information Technology candidate. This item helps the Board understand the steps involved in this year's process.

The timeline for the tenure process is as such:

- **March Board of Trustees Meeting (executive session):** Conversation with Mr. Adeyemo and Tenure Review Committee chair David Shapiro.
- **April 1, 2022:** Access granted to the candidate's portfolio, including letters of support from the President and Vice President. The College President will provide the guide on how to review the portfolio.
- **April Board of Trustees Meeting (executive session):** Discussion with College President and TRC Chair if needed.
- **May Board of Trustees Meeting (public session):** Vote on Tenure.

Comments/Questions

None

7. DISCUSSION/PRESENTATION ITEMS

Mission Fulfillment Byte

Enrollment Numbers

- FTE for Winter 2022 is down 23.1% from last winter
- The past two *pandemic* years, between Winter 2020 and Winter 2022, student FTE has decreased 35.7%.
- Regular State-Supported enrollment is down 19.2% from last winter, an improvement over the 22.6% decline seen last winter.

Comments/Questions:

None

Financial Workshop

The Finance office went through an extreme transition in Fall of 2021. As of right now, here is where the department stands:

- Brent Green was hired as the Finance Director in November.
- Ken McClean, the interim Finance Director before Brent, has stayed on as a consultant and trainer for Brent (until Feb 1).
- The college continues to look for a vacant #2 position, the Accounting Manager.
- The four support staff positions are filled by two rock star permanent employees and two rock star temporary employees from the same agency that brought us Ken.
- The VP of this area, Marty Logan, left the college and was replaced by a veteran of the CTC system, Bill Saraceno.

ctcLink Update:

- Contacted State Board for Community and Technical Colleges
- Working with Choi Halliday and Teri Sexton we setup 5 initial sessions
- Each section covered basic and complex uses of the area
- College staff were invited and many took advantage.
- Feedback was positive
- Videos were made of each session
- Individual sessions are being arranged for follow-up
- Budget Training will start January 19th and 20th
- WE ARE FINALLY CATCHING UP ON OUR BACKLOG
- End of January Analysis to measure success or future needs

SAO Audit Status Update:

- The Finance Team is working to finish up State Audit
- Clearing Journal Entries with 2nd approval confirmations
- Clearing Cash and Investments for FY20

Comments/Questions:

None

Trustee Opportunities

Four discrete opportunities were identified by Drs. Ponto and Murray for consideration by the Trustees based on the results of the Board's recently completed self-evaluation (see below). Whichever pathways are embraced, the college President will need to help the Board develop the opportunity. Thus, this work becomes a part of the President's work plan and expectation from the BOT.

1. Community Involvement
 - Should Trustees have a role in keeping the college connected to external stakeholders?
 - Could the Trustees be responsible for maintaining certain connections?
 - E.g., school boards, chambers of commerce, city government, civic organizations.
 - What are the expected outcomes of such involvement?
2. Development
 - Should the Trustees be more invested in developing their skills as it relates to productive group governance?
 - Should the Trustees attend more state and/or national gatherings to further the group's or the individual's effectiveness?
 - What are the expected outcomes of the such engagement?
3. Advocacy
 - Should the Trustees take a larger role in advocating with agencies that have influence over the College?
 - E.g., the SBCTC, state legislators, school district boards.
 - What kind of partnership exists with the College President for such advocacy?
 - What are the expected outcomes of this activity?
4. Goal Setting
 - Should the Trustees be more intentional about setting goals for themselves as a group or as individuals?
 - How does such goal setting relate to the Strategic or Operational Plans of the college?
 - E.g., the BOT identified mixed results for being aware of student outcomes. Should the BOT make it a goal to have more structure insight (data, initiatives) towards student outcomes?

Comments/Questions:
Keep these in mind.

8. RECOMMENDED ACTION ITEMS

Employee Retention

The Board of Trustees authorizes the College leadership to allocate \$250,000 for salary retention increases among the exempt staff and an additional \$250,000 for salary retention increases for the faculty, the latter allocation being determined through interest-based bargaining with and among the faculty.

Trustee McDaniel moved to approve the Employee Retention Action Item. Trustee Quint seconded the motion. All in favor, approved unanimously.

Comments/Questions:
None

Extension of President's Contract

The Board moves to approve the one-year extension of the President's contract and the salary adjustment to bring the President's salary in line with his peers.

Trustee McDaniel moved to approve the Extension of the President's Contract. Trustee Ponto seconded the motion. All in favor, approved unanimously.

9. REPORTS

Cascadia Events & Advocacy Board (EAB): Tamara Wood, Advocacy Board Chair, was present and a written report submitted with no additional comments.

Cascadia Community College Federation of Teachers (CCCFT): Tenured Founding Faculty, David Shapiro was present and a written report submitted with no additional comments.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: No WPEA representative was present and there was no report.

Chair and Individual Board Members Reports:

President's Report:

Norm Seabrooks will be joining The Board at the next meeting; we should establish someone to be his trustee buddy.

Eric met with an agent to recruit international students. He sought us out because of our relationship with UW, but he is hoping to get us 200 students. We are excited about the promise of more students come through our doors.

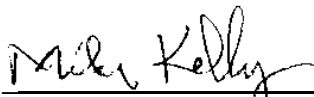
10. OTHER BUSINESS/ANNOUNCEMENTS

There were no other announcements.

11. MEETING ADJOURNMENT

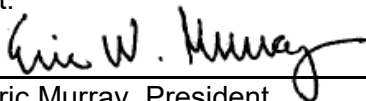
Chair Mike Kelly adjourned the regular meeting at 6:04 PM.

12. Minutes Approved and Adopted on February 16, 2022.



Mike Kelly, Board Chair

Attest:



Dr. Eric Murray, President

Bdminutes:01192022