

Minutes
Regular Meeting
Cascadia College Board of Trustees
May 18th 2022

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

Dr. Jashoda Bothra, Chari Davenport, Dr. Kerry Levett, Megan Walker, and Dr. Eric Murray present. Alan Smith (AAG) present.

Lily Allen (recorder) present.

GUESTS

Alex Sohn, Mahlum Architects.

AREA REPRESENTATIVES

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

Student Representative – Tamara Wood, EAB Advocacy Chair present.

WPEA Representative – Tonio Shimono, WPEA Member present.

AUDIENCE

Erin Blakeney, Lyn Eisenhour, Brent Green, Bryan Fauth, Donna Sullivan, Elizabeth Englund, Joella Bennett-Gold, Laura Heddal, Michael Horn, Noah Overby, Becky Riopel, Deann Holliday, Sara Gómez Taylor, Erik Tingelstad, Debra Waddell, Satarupa Joardar, Mark Collins, Brent Green, Melody Leung.

1. CALL TO ORDER

Board Chair Mike Kelly called the meeting to order at 4:16PM

2. CONSENT AGENDA

The Board Chair asked for approval of the consent agenda. Trustee McDaniel moved to approve the consent agenda. Trustee Quint seconded the motion. All in favor, the consent agenda was approved.

3. PUBLIC COMMENTS

There were no public comments.

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

None

5. RECOMMENDED ACTION ITEMS

Tenure

After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grants tenure to Nureni Adeyemo at Cascadia College. All in favor, no abstains.

Comments/Questions:

It has been an absolute pleasure reading your tenure materials. We are so happy that you are a part of the Cascadia community. Congratulations!

CC5 Change of Scope

Anne Schopf from Mahlum Architects presented the redesign of CC5.

The Project Management Team (PMT) has concluded stakeholder interviews. Based on feedback collected through engagement with students and employees, the PMT has determined that the college can meet its needs by constructing a 36,000 GSF that will consolidate all student services in one building.

The PMT recommends program changes as outlined below:

Maintained from original PPR	Added to original PPR	Deleted from original PPR
<i>Student services and offices</i>	<i>Additional services to support Guided Pathways</i>	<i>Formal academic spaces</i>
2 multi-use rooms for presentations/labs/classes	International Programs	10 classrooms
Advising	Outreach & Admissions/New Student Welcome Center	1 computer lab
Financial Aid	StopWatch Espresso	Learning Commons
Enrollment Services		Faculty Office Suite
College & Career Foundations		Workforce Lounge
Workforce		50% of informal learning space
Check-In Area		
Informal learning and gathering spaces		

Comments/Questions:

- Does it feel like a loss or does it feel like the right sizing?
 - Kudos to the team for great work. We are ending up with a more thoughtful building. Tighter design, better fit for now.
- Given that we are still partially in the pandemic, could we add more classrooms back or revisit getting more space when we are finally done with this?
 - I think we have options if we grow at a quick pace, but we can manage with what we have now. We've needed to be creative with space before if needed.

Chair Mike Kelly asks for motion to approve the above recommendation to approve 1) reducing the CC5-Gateway Building project from 61,600 GSF to approximately 36,000 GSF and; 2) changing building programming as described. Trustee Janet McDaniel makes a motion, Trustee Meghan Quint seconds the motion, all in favor, no abstains, motion passes.

6. INFORMATION ITEMS

Student Focus- Alex Sohn

Alex is a Woodinville High School graduate who has been taking courses at Cascadia for the past several years. His latest achievement is winning a prestigious internship at ISB (Institute for Systems Biology) - an international nonprofit that focuses on healthcare technology. The position was advertised nation-wide and was open to college and university students with experience in the field of biology with a focus on genomics and clinical data; along with computer science. The interview process was an in person multi-hour event where candidates had to problem solve, analyze data and program. In addition, they were given projects to work on at home and then given MORE sophisticated questions as additional homework.

Alex's talents were made for this work. He has a strong background in Biology and has worked on passion projects such as creating a python script to use machine learning for detection of pneumonia in patient chest x-rays, for the Radiology Society of North America (RSNA) Machine Learning Challenge.

Alex is a great example of a student who found a way to pursue his passion by taking community college courses while carving out a career in rapidly growing fields such as genomics and machine learning. Alex has been my student this entire school year so I also have to mention that in addition to being very smart he is also kind, considerate, a great collaborator and very hard working.

Comments/Questions:

Thank you so much for coming, good luck to you and your future endeavors.

Faculty Focus- David Dorratcague

Prior to Fall 2021, Cascadia offered two distinct programs to serve English language learners: the English Language Program (ELP) served international students, and English as a Second Language (ESL) classes served immigrant, refugee, and resident students. Due to declining enrollments and other challenges, a task force of faculty and staff designed a new program, English Foundations (EF), to serve both populations. English Foundations resides within the new College and Career Foundations (CCF) division, along with Adult Basic Education and High School+ offerings.

Benefits & Opportunities

- Diversity of student population (i.e., international, immigrant, native speakers, etc.)
- Diverse students benefit from each other's experiences, wisdom, tech skills
- An opportunity to re-envision and revamp our program (e.g., efficiency, streamlining)

- policies & processes, etc.)
- ABE/ESL students now have a direct pathway to college
- International students have the opportunity to learn English in context at Level 5 now, better preparing them for content courses at the college level
- An opportunity to see how much more beneficial the new program is in terms of meeting students' needs

Comments/Questions:

- The fundamental programs can be lacking in High School, I couldn't applaud your efforts more, this work is so important.
- Do we have some degree of program implemented?
 - We are just in our 3rd quarter so we don't have anything yet. But we would like to track student achievement points. Student reviews have been very positive.

7. DISCUSSION/PRESENTATION ITEMS

Update: Cascadia College Foundation

Mark Collins and Alex Lee presented and thorough update on the status of the foundation, below is an overall highlight.

Program growth since 2016

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Student Scholarships	43,008	64,407	102,722	107,078	127,077	131,490	142,000
Student Grants	0	0	0	0	28,096	40,666	92,479
Employee Awards	2,299	2,500	6,254	5,887	8,000	7,954	7,500
College Discretionary	3,415	3,566	4,220	4,781	1,144	3,013	4,187
Grant Transfer to College	400	733	6,111	0	5,000	0	121,000
Other Program Support	<u>33,451</u>	<u>25,713</u>	<u>32,972</u>	<u>46,908</u>	<u>53,835</u>	<u>42,149</u>	<u>61,623</u>
	\$ 82,573	\$ 96,919	\$152,279	\$164,654	\$223,152	\$225,272	\$428,789

Return on the College's in-Kind Investment since 2016

College Investment	\$ 50,853	\$ 73,954	\$ 93,430	\$ 85,707	\$101,004	\$110,505	\$145,353
ROI	62%	76%	63%	91%	121%	149%	134%
New Ratio	--	--	84%	62%	56%	54%	50%

What we expect from the Strategic Plan

The Foundation Board commits to surpassing its historical program output ratio (return on the College's investment) by funding new and innovative support for Cascadia's students – and raising the College's capacity for student services.

	<u>Stage</u> <u>One</u>	<u>Stage</u> <u>Two</u>	<u>Stage</u> <u>Three</u>	<u>Stage</u> <u>Four</u>
Projected Revenue	409,464	523,659	746,564	909,401
Projected Program Output	254,812	337,778	420,747	569,943
College Investment	144,668	181,508	225,848	245,188

Mission Fulfillment Byte

Michael Horn presented this month's Mission Fulfillment Byte. Below is a recap of the presentation.

WA Colleges saw some "recovery" in 2021 that was *not* shared by Cascadia

- WA colleges decline slowed, from 14% in 2020 to 8% in 2021
- Cascadia decline was unchanged at 21% in 2020 and 23% in 2021
- Cascadia saw steep increases in enrollment of Asian running start and international students (39% increase in 2020, 25% increase in 2021).

Non-Traditional, No Prior College or were Basic Education

- Steep declines were reversed in 2021 for WA colleges
- HUSOC enrollment was *up* 10% in 2021 for WA colleges
- Cascadia declines continued in 2020 (27%) and 2021 (32%)

Non-Traditional, Some College But No Prior Credential

- WA colleges decline was mildly reduced in 2021 (from 14% in 2020 to 5.3% in 2021)
- Cascadia steep declines continued into 2021 for all and HUSOC students

FINANCIAL WORKSHOP: 22-23 BUDGET REVIEW

Dr. Jashoda Bothra and Dr. Eric Murray discussed the recent standings of Cascadia's finances.

The BOT Finance Sub-Committee met on May 5 to review the above materials. The sub-committee will provide their perspective after staff has presented on these items. The colleges revenues are understood well. (Grade = A)

The colleges reserves are pretty well understood. We are still struggling with institutional and ctcLink knowledge, but confidence is high in the numbers (Grade = B+).

Expenses continue to be a challenge because ctcLink has limited our historical perspective as well as the ability to track 21-22 expenses. We expect that this all will change beginning July with the new budget cycle as requisite knowledge, experience, and stability has been attained. With the knowledge we have, we present the projected expenses, but plan to do a 6-month revisit to the numbers after a half-year of tracking. Our confidence in the numbers is currently medium. (Grade = C).

Next Steps:

May - Confirm Salary projections & current year balances & timeline to complete

encumbrances/open PO

June - July: FY21 year end (June 30th)

July-Aug: Confirm Salary & Benefits details by department

August - Review FY22-23 budget allocation & revenue accounts in ctcLink

September – Rollout allocations & start sharing monthly revenue & expense reports to refine budgets in Winter Quarter

FINANCIAL WORKSHOP II: ASSOCIATED STUDENTS 22-23 BUDGET

Becky Riopel and Tamara Wood presented the S&A Budget for 22-23. A highlight of significant budget lines are below:

Student Sustainability Coordinator – While this position was funded in the past, the committee reviewed the job description and determined it provided more administrative campus support than student support. Therefore, they did not see it as an appropriate use of S&A funds since it was not supporting student initiatives.

Cascadia Scholars – While the committee thought this was a wonderful program, S&A funds cannot be used to support outreach programs (i.e. not currently enrolled students). In addition, they did not see it as an appropriate use of S&A funds as the high funding amount of the request was only supporting a small group of students

Student Life professional staff positions – While typically funded in full, the assistant director and student life advisor positions were reduced by the amount Cascadia funded as part of their retention initiative in February 2022 with the understanding the college would provide these funds again for the 2022-2023 academic year.

8. REPORTS

Cascadia Events & Advocacy Board (EAB): Tamara Wood, Advocacy Board Chair, was present and a written report was submitted. We have Spring fest coming up and something is happening every day.

Cascadia Community College Federation of Teachers (CCCFT): Tenured Founding Faculty, David Shapiro was present and a ratification vote will begin next Monday for about 10 days. He feels confident that it will be ratified, and it will come to the Board in June for approval. New contract will go into effect July 1st. Collective Bargaining Agreement (CBA)

Mike: We always appreciate the collaborative approach and the effort you put into this process.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Tonio Shimono represented the WPEA and did not have anything to report.

Chair and Individual Board Members Reports:
No other reports or input

President's Report:

- Eric will be out of the country tomorrow through May 30th
- Next meeting in June mid-year review post meeting about an hour

- 10 years of service for Janet McDaniel. Personally and Professionally you helped me grow. You are a friend and a mentor, thank you so much. You've been a model Trustee

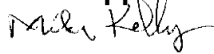
9. OTHER BUSINESS/ANNOUNCEMENTS

There were no other announcements.

10. MEETING ADJOURNMENT

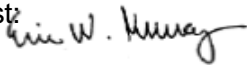
Chair Mike Kelly adjourned the regular meeting at 6:15pm.

11. Minutes Approved and Adopted on June 15, 2022.



Mike Kelly, Board Chair

Attest:



Dr. Eric Murray, President
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