

**Minutes
Regular Meeting
Cascadia College Board of Trustees
September 22nd 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, Chari Davenport and Dr. Eric Murray present.

Alan Smith (AAG) present.

Kari McGie (recorder) present.

AREA REPRESENTATIVES

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

Student Representative – Tamara Wood EAB Advocacy Chair present.

WPEA Representative – WPEA Rep absent.

AUDIENCE

Hso Cheng, Ken McLean, Andrea Angel-Hilgendorf, Becky Riopel, Donna Sullivan, Erik Tingelstad, Erin Blakeney, Haley Green, Lyn Eisenhour, Minerva Butler, Nina Jouval, Noah Overby, Sara Gomez Taylor, Samantha Brown, Satarupa Joardar, and Shawna Pitts

1. CALL TO ORDER

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

2. CONSENT AGENDA

Chair Roy Captain asked for approval of the consent agenda. Trustee Janet McDaniel made a motion to approve the consent agenda. Trustee Dr. Meghan Quint seconded the motion. Hearing no objections, the trustees approved the consent agenda. Chair *Roy Captain Absent.*

3. PUBLIC COMMENTS

No public comments for the agenda.

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

- Andrea Angel-Hilgendorf, new Fiscal Specialist 1 in Finance.
- Ken McLean, temporary interim Director of Finance.
- Martin Logan, announced a Promotion in his area.
- Hao Cheng, new Cascadia Scholars Program Lead – BIPOC Student Recruitment and Retention in the Office of Equity and Inclusion
- Nina Jouval, new Outreach Specialist for Outreach and Marketing
- Satarupa Joardar, new Communications Specialist for Outreach and Marketing
- Tamara Wood, new EAB Advocacy Chair
- Minerva Butler, new Trustee on the Board of Trustees

5. INFORMATION ITEMS

Enrollment Report

- Five-year enrollment trends as well as where we are at for fall:
 - Enrollment drives strategic and operation decisions and decisions for winter quarter. Overall FTE for academic year 2020-21 was down 15.6%.
 - The economic cycle has changed so it is difficult to predict where we will be at the end of fall and winter but this is not different from other colleges.
 - Transfer degree enrollment is on the decline. There is an increase of undecided students which could be attributed to the pandemic, or incorrect coding in ctcLink. This may be representative of students that are not as sure why they are at college. This is helpful information for advisors so they can help students pick their specialties.
 - Enrollment is up in returning students which is a positive trend. Two students made phone calls over the summer and this is thanks to their work.
 - Fall quarter is down 18% but it is predicted that most students are waiting until the start of the quarter to register.
- Five-year recovery plan:
 - K-12 enrollment is strong which is good for both running start and for the traditional pipe line of students graduating from area high schools.
 - Student Learning will work with UWB enrollment to create pathways for students.
 - Foundation is strong and has donated \$25,000 to call former students to get them enrolled and donated \$25,000 to the E&I Scholars program.
 - New UWB leadership that is engaged and collaborative.

Comments/Questions:

- Is it feasible to study why undecided student numbers are up?
 - It is the goal of Guided Pathways to get students into their programs within 30 credits; those in a program are more likely to stay in school.

Strategic Plan

- Three guiding principles of the strategic plan (what matters most for demonstrating mission fulfillment): accessible, equitable, superior educational experiences.
- Mission fulfillment outcomes are to increase student success
- Each initiative has owners, governance, and short-term and long-term outcomes.
- The three groups of owners are the Guided Pathways team, Strategic Enrollment Management team, and the Equity and Inclusion office.
- Looking forward:
 - Strategic initiative development with a continuous improvement process of thinking, planning, doing, and assessing.
 - Each month we will focus on one of the elements.
 - Link initiatives to our budget process as part of final budget adoption.

Comments/Questions:

- None

COVID Update

- A comprehensive Fall Quarter Plan can be found on Cascadia's website and attached to the Wednesday Health Campus update.
- Introduction of Shawna Pitts, Cascadia's new COVID response manager.
- Thank you to Alan Smith for assisting with all the difficult processes related to COVID.

Comments/Questions:

- None

6. DISCUSSION/PRESENTATION ITEMS

Strategic Plan Byte

- FTE broken down by student race/ethnicity:
 - Breaks down students to a manageable grouping and are easier to track.
 - In the past year, we lost 5 years of gains in enrollment with Hispanic or Latino and Black or African American populations.
 - We find from this data that we need to reengage with students in our communities of color.

Comments/Questions:

- None

Change Management

- Three levels of change: tell/communicate, teach/educate, engage.
- Important to have one person focused on the project, and one person focused on the people involved.
- Understanding change through the fear of loss is key.

Comments/Questions:

- Samantha's strengths have been utilized more and more during the pandemic.
- Well done presentation, very visual.
- In total agreement of the method of tell, teach, and engage.

Monthly Finance Report

- We ended the year in the positive due to employee turnover and lack of travel. 3.5 million in stimulus funds will carry us through this year without having to touch our reserves. For the 5-year recovery plan, we will need to think strategically about using reserves. We are not looking at changing our staffing structure at this point.
- Next month we will project 21-22 numbers after the 10th day enrollment numbers come in and will present at the October meeting.
- New Trustee Minerva Butler has been voted on to the Finance subcommittee, which matches her background. She will meet with Eric/Marty to get into details, then represent at the larger meeting.

Comments/Questions:

- None

7. RECOMMENDED ACTION ITEMS

2021-2022 Election of BOT Chair and Vice Chair (1st Read/Action)

Chair Roy Captain asked for approval of the recommendation that Trustee Mike Kelly will be the 2021-22 Chair of the Board and Trustee Dr. Colleen Ponto will be the 2021-22 Vice Chair of the Board. Trustee Dr. Meghan Quint made a motion to approve Trustee Mike Kelly as the 2021-22 Chair of the Board and Trustee Dr. Colleen Ponto as the 2021-22 Vice Chair of the Board and Trustee Janet McDaniel second. All in favor, no abstains.

2021-2022 Legislative Action Committee BOT Representative (1st Read/Action)

Chair Roy Captain asked for approval of the recommendation that Trustee Janet McDaniel will be the Legislative Action Committee BOT Representative for Cascadia College for 2021-22. Trustee Mike Kelly made a motion to approve Janet McDaniel as the Legislative Action Committee BOT Representative for Cascadia College for 2021-22 and Trustee Dr. Colleen Ponto second. All in favor, no abstains.

Comments/Questions:

- None.

8. REPORTS

Cascadia Events & Advocacy Board (EAB): Tamara Wood, Advocacy Board Chair was present and gave a brief introduction. She added:

- 7 new student employees that began training on September 14th.
- Jumpstart orientations took place for 120 students both in the ARC and virtual.
- The ARC will host a student services resource fair tomorrow, September 23rd.

Cascadia Community College Federation of Teachers (CCCFT): David Shapiro, Tenured Founding Faculty was present and expressed how wonderful it is to be back on campus and encouraged the Board to come to campus in the fall and visit one of his classes. He doesn't have anything to add to his report.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report:
None

Chair and Individual Board Members Reports:

- Chair Roy Captain gave a heartfelt farewell speech to his fellow Trustees and the Executive Team thanking them for 4 years of learning and respect.
- Trustee Mike Kelly shares that Roy has been an outstanding representative on this Board.
- Trustee Janet McDaniel shares that Roy brought heart and wisdom to the Board.
- Trustee Dr. Colleen Ponto shares that Roy is an excellent teacher and helped improve her service to the Board.
- Trustee Dr. Meghan Quint shares that Roy was welcoming and encouraging and generous with his time and talents.
- Chair Roy Captain handed to gavel to Trustee Mike Kelly for the next action item.

President's Report:

- Thank you and cheers to Chair Roy Captain for his many years of service, for his good work and valued perspective.
- Happy that Roy will be joining the Cascadia Foundation Board to help further the college's mission in a different way.

9. OTHER BUSINESS/ANNOUNCEMENT

- Welcome Minerva Butler, Cascadia's newest Trustee
- Reminder for validation of vaccination after the meeting.
- There will be some homework for policies in October.
- Meeting will continue by Zoom. Donna will assist with Board Packet and meeting.

10. MEETING ADJOURNMENT

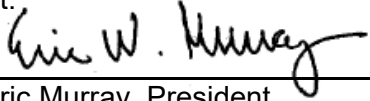
Chair Roy Captain adjourned the regular meeting at 6:02 PM

11. Minutes Approved and Adopted on October 20, 2021



Roy Captain, Board Chair

Attest:



Dr. Eric Murray, President
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