

**Minutes
Regular Meeting
Cascadia College Board of Trustees
January 18, 2023**

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

BOARD OF TRUSTEES

Dr. Colleen Ponto, Chair; Dr. Meghan Quint, Vice Chair; Mike Kelly, Norman Seabrooks and Angie Hinojos present.

EXECUTIVE STAFF

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

Donna Sullivan (recorder) present via Zoom.

Thais Lima (presentation assistant) present.

AREA REPRESENTATIVES

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

Student Representative – London Paris, EAB Advocacy Chair present.

WPEA Representative – WPEA Representative was not present.

AUDIENCE

Brian Bansenauer, Lyn Eisenhour, Ketra Embleton, Elizabeth Englund, Sara Gómez-Taylor, Shyla Hansen, Kareen Kanjo, Becky Riopel, Erik Tingelstad, David Shapiro, Tonio Shimono, Kristina Young, Yukari Zednick, present in person. Erin Blakeney, Laura Heddal, Michael Horn, Steven Kroeger, present via Zoom.

CALL TO ORDER

Chair Colleen Ponto called the meeting to order at 4:33 PM

1. CONSENT AGENDA

Board Chair Ponto asked for approval of the consent agenda. Trustee Kelly moved to approve. Vice Chair Quint seconded the motion. All in favor, no abstentions. Motion approved.

2. PUBLIC COMMENTS

There were no public comments.

3. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS

New Employees

- Steven Kroeger, Administrative Services Project Manager, Finance
- Kareen Kanjo, International Student Advisor, International Programs

Promotions

- Dr. Sarah Tsai, Interim Asst. Director of the Bock Learning Center to Director of the Bock Learning Center
- Tonio Shimono, IT Support Analyst to Technology Services Manager

- Andrea Angel-Hilgendorf, Fiscal Specialist 2 to Assistant Accounting Manager, Exempt Temporary

4. INFORMATION ITEMS

Tenure Process

President Murray presented an over view of the tenure process for this year. Key points included:

- March meeting in Executive Session - conversation with candidate and Tenure Review Committee chair, Dr. Natasa Kesler.
- April – Board review’s candidate’s portfolio via secure link. Guidance for reviewing the portfolio will be provided by President Murray.
- April meeting in Executive Session – discussion with President Murray and TRC chair if needed.
- May – vote on tenure.

5. DISCUSSION/PRESENTATION ITEMS

Student Focus

Guest, Lawrence Clay, was unable to attend meeting.

Faculty Focus

Brian Bansenauer presented information about Cascadia’s Bachelors of Applied Science in Application Development – Mobile Platforms (MoBAS) degree, highlighting equity efforts in Computer Science and Technology that may be particularly helpful to students during and after their educational programs, addressing long-standing underrepresentation for women and people of color in the industry. Key points included:

- Project-based learning helps develop a sense of relevance and purpose. It helps retain students from first year and helps them move through the program at pace. It is especially effective for black, indigenous, and all people of color (BIPOC) and/or non-traditional students.
- Projects focused on sustainability, such as TextTrader for reusing text books and Pollinator Pathways app for bee-friendly gardens. A campus guidebook app is in the works as a student project as well.
- AppConnect Northwest – Consortium funded by a National Science Foundation (NSF) grant sub-titled Bridging the Gap: HS Grads to Tech Industry. Community and technical college students leave their programs with the same strong portfolios of work and high-level skillsets as university graduates, but don’t seem to get the same opportunities because of inherent barriers. This consortium unites the community and technical colleges of this region around this issue, creating a scale and credibility to which industry leaders respond.
 - Closing Opportunity Gaps for community and technical college students, especially BIPOC and Women:
 - Enrollment to Completion – relevance and belonging gap
 - Access to Internships/Mentorships – partnership gap
 - Entry-level Hiring/Retention – engagement gap
 - A White Page letter will soon be published on the WTEA website challenging industry leaders to identify and close the gap in their Information Technology department hiring and community and technical college students.
 - The Fall 2023 conference will bring industry and education together.

Comments/Questions:

- Trustee Hinojos commended the work and described it as exciting and important.
- President Murray asked about the potential impact to Cascadia students in the environment of massive tech industry layoffs. Brian reported that he hasn't seen an impact yet for Cascadia students, nor has he seen decreased interest in the industry to collaborate or improve representation in these jobs, but he will watch and report back as information becomes available.

Finance Focus

Vice President for Administrative Services, Dr. Jashoda Bothra, presented the college's current financial status. In addition to the information provided in the Board packet, key points and discussion included the following:

- Budget Council Engagement is underway and will soon bring input on savings opportunities. Strategic and fiscally sound budget proposals will be presented to the board April-May.
- The College has drawn down the entire HEERF & Reserve, previously known as CARES Act funds.
- Facilities and IS needs for the next two-three years will be presented at a future meeting.
- A schedule of upcoming finance-related topics through the end of the fiscal year was provided.
- President Murray informed the board that there will be a philosophical discussion and practical exercise at the next meeting to help assess tolerance for reserve spending.

Comments/Questions:

Trustee Kelly commented that this is very important work.

Strategic Plan

Vice President for Student Learning and Success, Dr. Kerry Levett, and Director of Institutional Effectiveness, Michael Horn, discussed the Winter Enrollment Snapshot and presented the Strategic Plan Mid-Year Report. In addition to the information provided in the Board packet, key points and discussion included the following:

- The snapshot provides an overview of winter enrollment over five years
- The mid-year report gives an update on progress of strategic initiatives
- Trustee Quint inquired as to what Dr. Levett is most excited about. Dr. Levett responded that community is the most important aspect. The work is focused on inclusive accessible education with excellent wrap around services. Dr. Levett reminded the Trustees that strategic planning is difficult and doesn't always yield results. Cascadia has tried to adopt a more meaningful approach to strategic planning that values innovation and includes a process cycle of assessment and modification.
- Trustee Ponto asked Dr. Levett to identify strengths versus areas needing attention. Dr. Levett responded that the team is still trying to understand the power of each initiative, determine whether it is the right initiative (whether truly strategic or falls in a category of operational), and how to capture it so it makes sense to the Board of Trustees and all stakeholders. She added that it is about continuous improvement as the College begins to formulate initiatives for next year.

Michael Horn presented the Winter Enrollment Report. In addition to the information provided in the Board Packet, key points included:

- Compared to last Winter Quarter:
 - The college experienced a 3.6% increase (as of today) in overall enrollment.
 - Running Start enrollment is virtually unchanged.
 - Non-Running Start enrollment increased by 5%.
- The five-year trend shows:
 - Significant declines in enrollment relative to other colleges.
 - Less decline in new Running Start students of color over other colleges.
 - Michael will go deeper into Running Start data because it is an important connection
- President Murray reported that he took an informal poll of CTC Presidents which placed Cascadia approximately in the middle relative to those colleges for enrollment trends. It is unclear why some regions experienced increased enrollment and others showed declines.

6. RECOMMENDED ACTION ITEMS

All Policy Review

The College recommends that the Board move to approve Policy BP01:02.010 with the corrections and updates provided by the Trustees and AAG as shared in the Board Packet. Vice Chair Megan Quint moved to adopt the policy. Trustee Angie Hinojos seconded the motion. All in favor; no abstentions. Motion approved.

President's Contract

The Board moves to approve the 2023 Addendum to the President's Contract as presented in the Board materials. Noting that the Board finds the President in good standing based on reviews from December 7, 2022 and January 4, 2023, Trustee Mike Kelly moved to approve. Trustee Norm Seabrooks seconded the motion. All in favor; no abstentions. Motion approved.

7. REPORTS

Cascadia Events & Advocacy Board (EAB)

London Paris Advocacy Board Chair, submitted a written report and was present to share information. The Winter Involvement Fair was a great success, with large attendance that increased with the decision to move the event from inside Mobius Hall to outside.

Cascadia Community College Federation of Teachers (CCCFT)

Tenured Founding Faculty, David Shapiro submitted a written report indicating that faculty are pleased with the continuing upward trend of enrollment and hoping it bodes well for the future financial health of the college. David was not present and there was no further discussion.

Cascadia College Classified Union Washington Public Employees Association (WPEA)

There was no written report submitted and no WPEA member officially represented.

Chair and Individual Board Members Reports:

Chair Colleen Ponto attended a recent Northshore school district board meeting. It was noted that Northshore will soon hire a new district Superintendent.

President's Report:

- President Murray reported that he has scheduled a meeting for himself and Board Chair Ponto with the Northshore School District superintendent and board members. He will attend the Riverview School District Board meeting with Trustee Hinojos.
- June will be the last meeting for Trustee Mike Kelly. President Murray extended an invitation to dinner on June 14, 2023 to celebrate Trustee Kelly's service to Cascadia's Board of Trustees.
- Along with new Executive Director for Cascadia College Foundation, Brittany Caldwell, President Murray attended a Redmond City Council meeting. Councilmembers are pleased that Angie has joined the Board of Trustees and excited about the Redmond Together Center. They are eager to learn funding needs as they might find ways to help.
- Cascadia College Foundation is ready to launch their first fund raising efforts in many years. Proceeds will be used in support of events and initiatives such as the Students of Color Conference and Redmond Together Center.
- On Monday, January 23, Trustees Seabrooks and Hinojos will accompany President Murray to the Association of College Trustees (ACT) conference in Olympia. They will be joined for the Transforming Lives Awards dinner in support of Cascadia student Rita Nichols-Kaskes, the first student in Cascadia's history to win the award. Ms. Nichols-Kaskes will be accompanied to the event by Cascadia staff. An announcement about this will be released to the media.
- There will be an End of Year staff celebration in June to include recognition of retirements, tenure, and Foundation service. Convocation will celebrate employee years of service. When the dates are finalized, calendar reminders will be sent to the Trustees.
- Student of Color conference dates are set for Northshore School District in March, Riverview School District in April, and Lake Washington School District in May.

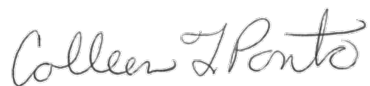
8. OTHER BUSINESS/ANNOUNCEMENTS

There were no other announcements.

9. MEETING ADJOURNMENT

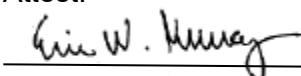
Chair Colleen Ponto adjourned the regular meeting at 5:37 pm.

10. Minutes Approved and Adopted on, February 15, 2023.



Dr. Colleen Ponto, Board Chair

Attest:



Dr. Eric Murray, President

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