

**Minutes
Regular Meeting
Cascadia College Board of Trustees
February 15, 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, and Angie Hinojos present. Norman Seabrooks was absent (excused).

EXECUTIVE STAFF

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

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 – Fernanda Armas Galin, EAB Advocacy Chair present.

WPEA Representative – WPEA Representative was not present.

AUDIENCE

Audience members attending in person and via Zoom included Victor Begay, David Berner, Mark Collins, Ketra Embleton, Shyla Hansen, Aileen Ibershof, Steve Kroeger, and Sarah Tsai.

CALL TO ORDER

Chair Colleen Ponto called the meeting to order at 4:01 PM

1. CONSENT AGENDA

Board Chair Ponto asked for approval of the consent agenda. Trustee Hinojos moved to approve. Trustee Kelly 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

- Bryan Martinez Escobar, Director of Enrollment Services, Student Learning and Success.

Promotions

- None to report.

4. INFORMATION ITEMS

Community Based Organizations and Financial Aid

Vice President for Student Learning and Success, Kerry Levett and Dean of Student Success

Services, Eric Blakeney, presented an overview of Cascadia's plans for partnering with Centro Cultural Mexicano. Trustee Hinojos agreed to stipulations of the proposal. To avoid conflict of interest, she will take no part in the administration and work of the grant.

5. DISCUSSION/PRESENTATION ITEMS

Faculty Focus

Vice President Levett provided a link to a sabbatical chat podcast featuring faculty members Robyn Ferret and Tori Saneda for Trustees to enjoy asynchronously.

Foundation Update

Executive Director, Brittany Caldwell, and Director of Operations, Mark Collins, discussed Cascadia College Foundation. Along with the information provided in the packet, key points included:

- Strategic goals focused on three areas:
 - Board Development
 - President Murray noted that Cascadia hopes to strategically engage Foundation board members in various initiatives. For example, paring board member Gary Oertli, President Emeritus of South Seattle College, with regional school district superintendents to explore the development of a thirteenth-year scholarship.
 - Fundraising
 - Stem 4 and Redmond Together Center
 - Scholarships
 - Students of Color Conferences
 - Community Outreach/Communications
 - Spring Scholarships are underway
 - Board of Trustees engagement.

COMMENTS/QUESTIONS

- The Trustees requested posts that would be easy to share on LinkedIn.
- President Murray commented that friendships are being nurtured in the community, and city chamber members are eager to identify and partner in mutually beneficial strategies.

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:

- Clarification that the COLA increase amount does include all groups. Compensation increase cost is a state requirement.
- Revenue increases are factored in for increasing enrollment.
- The college will develop strategies for saving on the cost of Activities and Recreation Center (ARC), while retaining stake in the building.
- The forecasted request for next year is \$3.5 million, which is more than predicted last summer.
- President Murray clarified how SBCTC decides allocations and noted that the legislature is only giving increases for specific uses rather than operating expenses. Colleges have the ability to raise tuition to a max of 2.5%, but this doesn't come close to covering maintenance costs. Increased enrollment is critical. Spring enrollment data

will provide an indication to inform the decision about tuition increase.

- The Master Services Agreement with University of Washington, Bothell is at a set amount for three years and the agreement is in the process of being renegotiated.
- President Murray suggested that reserves should be drawn out over four years rather than between this year and next.
- Trustee Kelly commented that the Board Finance Sub-Committee will continue to meet, review and analyze the numbers. He also noted that employee engagement, such as Budget Council, is effective and appreciated.
- Trustee Quint expressed concern about morale and talent retention, noting the importance of administration balancing books to avoid drawing down, while keeping in mind the well-being and satisfaction of the college's outstanding faculty and staff.
- President Murray noted that his cohorts in the Washington State Community and Technical College system identify ctcLink issues as the main source of difficulty in understanding their college's expenses from last year. It is a problem faced by many other presidents and they intend to unite and elevate their concerns to the State Board (SBCTC).
- Trustee Kelly expressed concern that financial decisions being made at the state could put the colleges at risk. Trustee Hinojos asked if there is an effort underway to advocate since the state hasn't allocated increased operational dollars. President Murray confirmed that there are efforts to advocate, including personal meetings with legislators. The biggest request from the college presidents is for the state to cover the remaining 15% of COLA. The next prioritized request supports workforce training efforts by offsetting the cost of those professional/technical programs.

Strategic Plan Focus

Vice President for Student Learning and Success, Dr. Kerry Levett, and Director of Institutional Effectiveness, Michael Horn, discussed the accreditation process and student retention. In addition to the information provided in the Board packet, key points and discussion included the following:

- The North West Commission on Colleges and Universities (NWCCU) accrediting body requires colleges to show more about how they are learning and growing.
- Kerry reviewed Recommendations from 2020 Evaluation:
 - Allocate resources to fulfill mission
 - Assess academic programs
 - Employ a good set of indicators for student success.
- The draft schedule for the two-day visit is not yet available.
- Evaluators will not be those who reviewed Cascadia previously; this may mean answering the same questions or getting the same recommendations.
- There will be prep sessions prior to the visit. Trustee involvement expected is to review and approve the report, meet with peer-reviewers as needed, be involved in developing mission statement, and officially adopting the strategic plan.
- April 19, 2023 - Trustees review final schedule
- April 27-28, 2023 - site visit

Michael Horn presented the Winter 2023 Enrollment Report. In addition to the information provided in the Board Packet, key points included:

- Michael shared a link to a Forms survey for employees to report how they contribute to student retention. This will help build a better model.
- It is important to ask the question, “How do we know that the initiatives are the right ones to change our outcomes?” This information will also help the college understand the impact of the pandemic. Efforts are on the right track, but there is room to improve.
- Trustee Ponto asked about key factors that contribute to retention in community colleges. Vice President Levett offered that affordability is still the strongest driver, although technology is also an issue, which was exacerbated during the pandemic, and the college could take steps to better understand what role this might play in retention. President Murray offered that “belonging” was another response gleaned from student surveys. Trustee Ponto commented that the relationship between faculty and student is of the highest priority. Vice President Levett agreed and added that she thinks that relationship is embedded in the sense of belonging. Students often stay if they can make even one meaningful connection that helps them overcome barriers and hurdles. Faculty and staff making a personal connection is still of the utmost importance.
- Trustee Hinojos asked about disaggregating the categories folded into “historically underserved” label. Colleges are starting to move away from traditional ways of looking at data. There are 144 identifiers for student identity and the college is working at different ways to display it. There is also qualitative data and there will be a college-wide discussion to figure out what that data is telling us.
- Ms. Armas Galin asked whether there is focus on student experience outside of the classroom? Vice President Levett thanked her for that reminder and affirmed that there is an upcoming student assessment survey along with multiple means and channels for student voices to be heard.

6. RECOMMENDED ACTION ITEMS

Bock Learning Center Fee (Writing Faculty Liaison)

Vice President Levett presented the proposal and explained that it comes early to allow time to troubleshoot required changes in ctcLink. Key points included:

- Vice Chair Quint asked for clarification about what the fee will cover. Lynn Eisenhour, Dean for Student Learning, clarified that moving to this model will fund a one-third reassignment for a full-time faculty member who will then carry a two-thirds course load.
- Dean Eisenhour noted that this will help bring the tutors into the English classes, partnering with instructors to support the students’ reading and writing efforts. The Bock Learning Center has always been one of the best retention tools Cascadia has. She believes this fee fulfills the purpose without overburdening them.
- Trustee Hinojos asked for more discussion in order to understand how this is different than going to the Learning Center. Dean Eisenhour responded that this embeds and specifically assigns tutors intimately familiar with the assignments and expectations; a model that would be expanded as well. It is meant to infuse the support. This provides “just in time” support in the area of instruction to help catch students before they fall, instead of waiting for them to seek assistance, which they often avoid for many reasons.
- Trustee Kelly acknowledged seeing the advantage of this, and asked how the students perceive it? Dean Eisenhour said she believes that it works better and provides a more equitable way of serving students because they don’t have to self-identify. Ms. Armas Galin agreed and offered that the international student community would like this as it relieves them of any potential stigma.

- Trustee Hinojos said she feels it is important to help normalize the use of the Bock Center to start removing the stigma.
- It was clarified that the fee can be covered by Financial Aid.
- President Murray further clarified that some classes already have an embedded tutor. This proposal is to employ the model in *all writing classes* – these are first year composition classes and core composition classes, as well as some technical writing classes.
- This would help remove silos and create one method for aligning the work and training.
- The effectiveness of this model would be part of the annual Bock assessment.
- Trustees continued discussion on employing efforts to avoid increasing fees and even remove them.
- It was clarified for Ms. Armas Galin that this support would also include online courses.
- Board Chair Ponto proposed amending the proposal to a one-year pilot, after which time administration will share what is learned, and revisit whether to make it permanent.

The College recommends that the Board move to approve a pilot implementing a fee of \$13 per student per section of ENGL&101, ENGL&102, and ENGL&235 to support the Writing Faculty Liaison position per the information shared in the Board Packet. Vice Chair Megan Quint moved to adopt the pilot. Mike Kelly seconded the motion. All in favor; no abstentions. Motion approved.

7. REPORTS

Cascadia Events & Advocacy Board (EAB)

No written report was submitted. Ms. Armas Galin was present to share information about recent student events, issues of concern and upcoming events.

Cascadia Community College Federation of Teachers (CCCFT)

Tenured Founding Faculty, David Shapiro submitted a written report and was present to share information. David read aloud from the section of the report supporting the continued funding of faculty sabbaticals.

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 Ponto attended the last Northshore School District board meeting. She reported there about Cascadia's winning Transforming Lives student and her inspiring nomination story, along with other good work of Cascadia.
- Trustee Hinojos will report on the Riverview School District board meeting at the next meeting.
- Chair Ponto, Vice Chair Quint and President Murray met and had good dialogue with the Northshore superintendent and board members. They have Innovation High School with no lab so they are interested in possible capacity for Cascadia to bring a class to labs on campus. Trustees continue exploring ways to generate interest and build direct connections.

President's Report:

- President Murray asked Assistant Attorney General Lana Smith and the executive team to remain in the room and online via Zoom for a special meeting following the adjournment.
- Eric will meet individually at the end of February with Trustee Seabrook who was on excused absence today.
- Cascadia will hold an End of Year employee celebration May 31, 2023 from 3:30 – 4:30pm. This will include service awards, retirement acknowledgements, tenure and longevity recognition. The President's Office will send Trustees a calendar invitation.

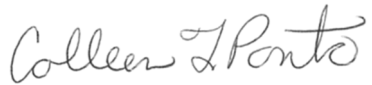
8. OTHER BUSINESS/ANNOUNCEMENTS

There were no other announcements.

9. MEETING ADJOURNMENT

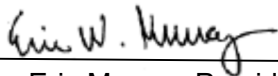
Chair Colleen Ponto adjourned the regular meeting at 5:37 pm.

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



Dr. Colleen Ponto, Board Chair

Attest:



Dr. Eric Murray, President

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