

**Minutes  
Regular Meeting  
Cascadia College Board of Trustees  
April 19, 2023**

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

**BOARD OF TRUSTEES**

Dr. Colleen Ponto, Chair; Dr. Meghan Quint via Zoom, Vice Chair; Mike Kelly, and Angie Hinojos present. Norman Seabrooks absent (excused).

**EXECUTIVE STAFF**

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

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 – Ryan Higgins present via Zoom.

**AUDIENCE**

Audience members attending in person and via Zoom included Erin Blakeney, Chantal Carrancho, Ketra Embleton, Bryan Fauth, Sara Gómez Taylor, Laura Heddal, Ryan Higgins, Michael Horn, Samantha Martin, Becky Riopel, Antonio Shimono, Erik Tingelstad, Kristina Young.

**CALL TO ORDER**

Chair Colleen Ponto called the meeting to order at 4:15 PM

**1. CONSENT AGENDA**

Board Chair Colleen Ponto asked for approval of the consent agenda. Trustee Angie Hinojos moved to approve. Trustee Mike 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**

- Samantha Martin, Kodiak Cave Program Specialist 2

**Promotions**

- Rachel Berner, Hourly Administrative Assistant to Part-time Classified Administrative Assistant 3

**4. INFORMATION ITEMS**

## **Enrollment Update**

Director of Institutional Effectiveness, Dr. Michael Horn, provided updates on college enrollment. Key points included:

- Enrollment is up by 7% from last Spring Quarter
- College in the High School enrollment increased by 28%
- New student increase of 24.2% is notable.
- The easing of pandemic concerns is certainly a significant factor in the increased enrollment numbers; however, efforts of staff and the delivery of new programs and services are also part of the reason for the increase. The most causal of these initiatives would be the ability for students to enroll for two quarters at a time.
- It isn't clear yet if other colleges are experiencing similar trends, but it seems Cascadia is bucking the national trend.
- The next enrollment update will follow 10<sup>th</sup> day of Fall Quarter and will be reported out at the October meeting, along with data to help compare to other colleges.

## **Accreditation Visit**

President Eric Murray discussed plans for the upcoming accreditation site visit with evaluators from Northwest Commission on Colleges and Universities (NWCCU).

## **5. DISCUSSION/PRESENTATION ITEMS**

### **Student and Faculty Focus**

Political Science faculty member Erin Richards and students Lawrence Clay and Haley Mascaro shared the experience of their recent trip to the state capitol to observe proceedings and speak with legislators. Key points included:

- Ms. Mascaro reported that it was a great collaborative experience. She said that the Legislators interacted with the students and asked questions.
- Mr. Clay said his experience with a police officer outside the capitol building was a good reminder that the current negative reality of our country doesn't change when one walks in that honored space, but that is the space where the work for positive change occurs.
- The students were surprised at the lack of interest shown by legislators, most of whom gave seemingly scripted responses, to questions about the negative impact to Cascadia if the legislature fails to fund the required Cost of Living Adjustment.
- Mr. Clay and Ms. Mascaro both expressed a desire to pursue careers in government and politics.

### **Equity and Inclusion Overview**

Executive Director of Equity and Inclusion, Chari Davenport, discussed actions Cascadia has taken to comply with legislation regarding equity and inclusion. Greater detail will be provided for the Trustees at a future meeting. Key points included:

- There are two specific senate bills related to equity, diversity, inclusion, anti-racism, and access at Cascadia: Senate Bills 5194 and 5227.
- The E&I Foundations course will be expanded to include issues related to women and indigenous people. Ms. Davenport will present the course to her cohorts in the state system. The course will be available to Cascadia employees at no cost, and it will create revenue from external attendees.
- President Murray noted that planning was already in place before this became mandated.
- Listening sessions have occurred and will continue periodically. The first were related to faculty and staff of color. The college must show that administration is listening and acting, then assessing and adjusting, then listening again.

### **Strategic Plan Focus**

Director of Institutional Effectiveness, Dr. Michael Horn, discussed the accreditation process and presented an overview of the Mid-Cycle review report. Comments included:

- It is important to remember that Cascadia has adopted a yearly assessment model with bite-sized actions to accomplish. The college is operationalizing a year at a time and is currently in the third year of that strategy.

### **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:

- A conservative projection for tuition revenue is \$10.2 million.
- Billing processes with school districts have been improved.
- A preview of the state allocation will be available by end of April and the information will be presented at the board's May meeting.
- Dr. Murray pointed out that this positions the college in a much more solid place; however, despite the increase in revenue, Cascadia is still in an operational deficit mode.
- President Murray complimented all who helped in navigating the difficult decision-making work that was complicated further by other issues still in flux and a lack of information from the state.
- Funding of benefits comes in part from the minimum operating allocation from state. Cascadia is required to give the COLA's at the rate decided and pay a certain amount of benefits. If the state allocation does not cover this, then the college is responsible to pay it. Finance will provide information to the board about benefits costs in December.
- Cascadia has fiduciary duties required by the state to ensure protection of pension.
- Dr. Bothra is hopeful to present a leadership-approved budget to the board for approval in June. President Murray said it could be a temporary budget that the board then reviews and confirms in September when more data is available.
- It took eight months to get information from US Bank regarding the College's investments. The Finance office hasn't had financial statements for its reserves for the last three years. This problem was discovered while working to confirm the college's repair and replacement fund. Finance did not have accurate beginning balances. SBCTC was asked for guidance, and a consultant was engaged to identify problem areas. Dr. Bothra explained that the College's savings are bifurcated into two sections. Balances are known for the College's bonds and investments; however, another is a protected account and Finance has been unable to access the information. Reconciliation is underway and will be completed before utilizing any of the funds for operations and to cover the deficit.
- The 2019-20 audit is currently underway. Financial statements will be prepped immediately following that. The audit will go to the state for review and recording. A meeting will be organized if requested by the CPA.
- Trustee Hinojos thanked Dr. Bothra for her leadership and for the clear explanations each month. Dr. Bothra said that credit goes to all the departments and everyone who worked so diligently.

## 6. REPORTS

### **Cascadia Events & Advocacy Board (EAB)**

Ms. Fernanda Armas Galin was present to share information about recent and upcoming student events and issues of concern. The Service and Activity Fees budget process is underway, with students looking to cut \$250,000, protect access for all students to services and programs such as the ARC, the sports field and recreation services. The results will be presented at the board meeting in May.

### **Cascadia Community College Federation of Teachers (CCCFT)**

Tenured Founding Faculty, David Shapiro submitted a written report and was present to share information. Teachers figured out multiple ways to participate in the Day of Action.

### **Cascadia College Classified Union Washington Public Employees Association (WPEA)**

There was no written report submitted. Ryan Higgins had no updates from the union.

### **Chair and Individual Board Members Reports**

No Trustee reports.

### **President's Report**

- Dr. Eric Murray reported that the Foundation Board will meet in person on Friday.
- There is a Board of Trustees Teams site through which Dr. Murray will communicate and share information. Please contact Donna Sullivan if you are unable to access the site and its contents.
- More details about graduation and employee celebrations will be forthcoming, along with plans for the celebration of Trustee Kelly's ten-year service on Cascadia's Board of Trustees.

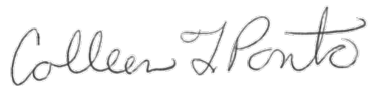
## 7. OTHER BUSINESS/ANNOUNCEMENTS

There were no other announcements.

## 8. MEETING ADJOURNMENT

Chair Ponto adjourned the regular meeting at 5:22 pm.

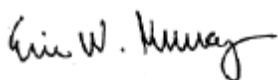
## 9. Minutes Approved and Adopted on, May 17, 2023.



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Dr. Colleen Ponto, Board Chair

Attest:



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Dr. Eric Murray, President

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