

**Minutes
Regular Meeting
Cascadia College Board of Trustees
May 17, 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. Kerry Levett, and Dr. Eric Murray present. Lana Smith (AAG) present via Zoom 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.

AUDIENCE

Audience members attending in person and via Zoom included Andrea Angel-Hilgendorf, Erin Blakeney, Kristen Buck, Kimia Ghanbeigi, Deann Holliday, Aileen Ibershof, Steve Kroeger, Kanchana Kularatne, Tonio Shimono, and Chris Byrne.

1. CALL TO ORDER

Chair Colleen Ponto called the meeting to order at 4:00 PM

2. CONSENT AGENDA

Chair Colleen Ponto asked for approval of the consent agenda.

MOTION: Trustee Angie Hinojos made a motion to approve. Trustee Mike Kelly seconded the motion.

APPROVED. Unanimously. No Abstentions.

3. PUBLIC COMMENTS

There were no public comments.

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS

New Employees

- Brett Eyer, Payroll Coordinator

Promotions

- Kris Panton, Academic Advisor promoted to Assistant Director of Student Advising and Support Services

5. ACTION ITEMS

Tenure Vote

Vice President for Student Learning and Success, Dr. Kerry Levett, introduced one third-year candidate being considered for tenure following a rigorous review by the Tenure Review Committee and affirmation by college administration. College leadership recommends approval of Linda Richard as a Tenured Faculty Member.

MOTION: Trustee Kelly made a motion to approve the recommendation for tenure. Vice Chair Quint seconded the motion.

APPROVED: Unanimous. No abstentions

“After having given reasonable consideration to the recommendations of the Tenure Review Committee and the College President, the Board of Trustees grants tenure to Linda Richard at Cascadia College.”

The formal resolution included in the board packet will be signed, framed and presented to Linda Richard during the employee celebration, May 31, 2023.

6. INFORMATION ITEMS

There were no information items.

7. DISCUSSION/PRESENTATION ITEMS

Faculty Focus

Dr. Kerry Levett introduced Kristina Young, Dean of Transfer programs who discussed efforts by joint faculties and staff of Cascadia College and UW Bothell in Engineering pathways to remove success barriers for low-income and underrepresented Engineering STEM students.

Key points included:

- The rate of response on the cross-campus survey was very good, providing data on what students are doing and which areas of service are contributing to their success.
- The grant process is at mid-point. An articulation agreement is being embedded. Cascadia is working with UWB to make transfer more seamless. There have also been class visits from UWB to Cascadia and vice versa.
- Students will be tracked over time. A data sharing agreement is in development now. It is a statewide discussion. It would be a clause for the reverse transfer agreement.
- President Murray expressed his excitement about this collaboration and that he is very pleased by the work and by the presence of UWB faculty and staff in the board meeting.
- Everyone is hoping this will be a good example of a strong partnership. The new Innovation Hall is another exciting and positive collaboration.
- Dean Kristina Young and Dean Erik Tingelstad are working with UWB School of Education creating pathways from Early Childhood and K-12.
- Chair Colleen Ponto commended the work and noted that it is a great example. She thanked the team for showing the way stating, “It is a win-win to the community.”
- Cascadia students are more successful in terms of transfer than any other college in the state, although an achievement gap has grown with historically underserved populations and we need to make sure all students have the same chance to be successful. Next year, the data will compare Cascadia to specific colleges.

Equity and Inclusion Focus

Executive Director of Equity and Inclusion, Chari Davenport, discussed actions Cascadia has taken to comply with legislation regarding equity and inclusion. Key points included:

- The Foundations of E&I Course is Cascadia's response to the legal requirements.
- The course develops personal equity and inclusion understanding and readies all employees for the various student touch-points.
- The course offers resources for employees to be active allies.
- Pages include multiple modalities for instructional delivery such as short video clips.
- The course lasts ten months with hour-long, once monthly sessions.
- The conversations are very rich. There are no quizzes, assignments, or discussion boards. There are reflections at the end of each module.
- The course is part of training or performance improvement; feedback will be provided to the attendee's supervisor and there may be need for more rigor.
- Trustee Hinojos noted that the course content is good and that it would be good to share it in even more spaces. Executive Director Davenport explained that the course is proprietary so a train-the-trainer approach will be adopted.

Strategic Plan Focus

Dr. Kerry Levett, presented the Mission Fulfillment Byte. Key points included:

- The peer evaluators had a pleasant experience. The evaluative narrative contained nothing surprising and it helps give the college direction over the next four years.
- The official letter goes to the Northwest Commission on Community and Technical Colleges (NWCCT) in June. A four-year map/plan will be developed from the recommendations.
- Cascadia's team did an excellent job preparing the report and communicating effectively with the review team.
- The college is working in a continuous improvement model, which means both planning and doing.
- The practice has been looking at tenth-day enrollment, and disaggregating the data to see the impact of initiatives on a cohort of students compared to general population. This makes us nimbler.
- In fall, students will begin being put into pathways. It will provide new ways to look at the data and evaluate effectiveness both strategically and operationally.
- The State Board for Community and Technical Colleges (SBCTC) defines identity in the data we receive, making it difficult from a quantitative perspective. Students now express that they have multiple identities impacting their experiences.
- Cascadia's service district high schools were discussed. Dr. Levett clarified that Cascadia enrolls more students from Everett than Redmond, whose students tend to go to Bellevue College. Monroe is in the Everett school district and current road construction work makes it unlikely for their students to enroll at Cascadia. Cascadia students are more likely to indicate multiple ethnic identities than other colleges and this creates a challenge.
- Cascadia's goal is to eliminate the opportunity/access/success gap.

- Trustee Hinojos asked about the sequence of questions on the application to determine whether Latino students have to identify as white before they get to the screen where they identify as Latino. Although this isn't the case, Dr. Levett affirmed that the application is a barrier to students getting into college. Cascadia had pointed this out to the SBCTC for years and will continue advocating for change.
- Although Cascadia hasn't looked at the data for students with disabilities in the past, this is an important data set. A lot of students with disabilities think they cannot go to college, but often they experience greater success than in high school. Cascadia is currently working with Inglemoor High School and there are more opportunities to explore.
- The data will continue informing the college's actions toward improvement.
- More women than men go to community college. One of the challenges is that gender identity is still listed as binary on the application. Students who want to identify other than one of the three, have to do it on the back.
- Cascadia's programs and services are set up well for 18-20-year-old students, may not meet the needs of a single parent.
- Vice Chair Quint mentioned that discussions with accreditors included the recommendation to include data into decision making processes rather than trying to reinvent how to make decisions.

Finance Focus

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

- Following diligent work by many dedicated employees who helped with planning to reduce expected expenses and identify additional grants and one-time offsets, the Operational Budget Projection now shows a significantly lower net deficit of \$1.2 m.
- Unencumbered reserves are \$10m.
- President Murray noted that this is thanks to the good work of the entire campus with Vice President Bothra's leadership.
- Although the college has exceeded the challenge laid out by the Board of Trustees Finance Subcommittee to keep the deficit below \$2.5m, which gives Cascadia a longer run rate, President Murray noted that costs go up \$1m annually; therefore, he is not comfortable reinstating any of the costs cut this year until tuition revenue improves.
- Trustee Kelly commended the thoroughness of the process and affirmed his confidence in this collaborative effort, extolling it as a "sterling job that will keep many people employed and students successful."
- Vice Chair Quint applauded the work and acknowledged the level of difficulty, adding that the college should "figure out how to have a sustainable operating model" and remain diligent as revenue improves.
- Chair Ponto described a feeling of confidence for the first time in over three years. "All the work of the community has been great" she said, adding that the work is not done yet.
- Trustee Hinojos was pleased that communication has been consistent, and the trajectory that was laid out, which creates understanding in a long-term sense and inspires greater confidence in the numbers. "Transparency from President's Office has also helped," she added.

- President Murray acknowledged that there has been “a lot of anxiety and campus has been a bit fragile throughout the process.”
- David Shapiro reported that faculty members were included in the process.
- UWB MSA and Library Savings reduction will result in no service impacts. UWB will pick up additional costs in the next two years.
- Classified and Student groups were also involved and satisfied with the outcome.

ASCC Budget First Read

Becky Riopel, Director of Student Life, presented information about the Services & Activities Fee. In addition to the information provided in the Board packet, key points and discussion included the following:

- It helps inspire confidence in the process and gives students an opportunity to be engaged in the decisions that impact them.
- Ms. Fernanda Armas Galin reported that students were opposed to further cutting because it would negatively impact the student experience; therefore, they chose to allocate \$30k from the fund balance to cover the remaining balance of proposed allocations, and created a list of priorities for funding come October should the actual S&A collection for 2023-24 be higher than the projection.
- The Director’s salary has been taken on by student fees to give breathing room to the college budget.
- A \$94k deficit will also be covered by fund balance due to low enrollment gap in revenue.
- Equity values inspire the students to support an evening celebration for students in English Foundations programs.
- Running Start students make up 30-32% of enrollment and use almost all resources, but aren’t required to pay S&A fee. Students are asking the college to consider an in-kind allocation. President Murray would like to ask the state to have school districts fund this.
- President Murray provided clarification that the fund balance is student reserves and it is a large portion of the college’s restricted reserves.
- Trustee Kelly appreciated the thoroughness of the student groups engaged in the process.
- Trustee Hinojos noted that there has been a lot of effort, and drew a parallel to the previous budget discussion stating, “Again, it looks like the time and it seems wise.”
- Trustees decided to vote.

MOTION: Vice Chair Quint made a motion to approve the proposed fee allocation proposal. Trustee Hinojos seconded the motion.

APPROVED: Unanimous. No abstentions.

8. ACTION ITEMS

Activities and Recreation Center (ARC) Fee Increase

Dr. Kerry Levett, presented Action Item 2, Activities and Recreation Fee Increase. Key points included:

- Although there were student representatives engaged in the process, there was too little time to collect feedback from the wider student body.

- Multiple means for documenting and communicating the change will be engaged.
- The fee will be updated in the next mandatory class schedule publication.
- Vice Chair Quint noted the Board's sensitivity to student financial pressures. She reminded Trustees that the decision had already been deferred for two years and expressed a concern about postponing another year.
- It was mentioned that the fee could be covered by Worker Retraining and Financial Aid, but Deann Holliday, Director of Student Financial Services, offered a correction via the Zoom chat. President Murray relayed the message that fees are in fact not covered by these programs, adding that other ideas like waivers are being considered and affirming that the college will continue to look at other options to lessen the impact on financially vulnerable students.
- Trustee Hinojos asked for details about the use of ARC. Every decision for the building was made by groups of students. It can be used free of charge for student events. It offers dozens of student jobs. It has a fitness center, a small section of professional staff for Cascadia and UWB, student work space, and it houses club organizations from both UWB and Cascadia. Trustee Kelly suggested the coordination of a tour for the Trustees.

MOTION: Trustee Mike Kelly made a motion to approve the proposed ARC fee increase. Vice Chair Quint seconded the motion.

APPROVED. Unanimous. No abstentions.

Accuplacer Online Fee

Dr. Kerry Levett, presented Action Item 3, Accuplacer Online Proctoring Fee. Key points included:

- This fee will cover a specific service for placement testing directly tied to students who request it.
- This service is one of five options for assessment/placing in English and/or math.
- Processing first through Curriculum Scheduling and Finance, the fee would begin winter quarter.
- The fee cannot be covered by grants or Financial Aid.

MOTION: Trustee Quint made a motion to approve. Trustee Kelly seconded the motion.

APPROVED. Unanimous. No abstentions.

9. 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. Kody's Birthday was a very successful event.

Cascadia Community College Federation of Teachers (CCCFT)

Tenured Founding Faculty, David Shapiro submitted a written report and was present. David congratulated the newly tenured Linda Richard.

Cascadia College Classified Union Washington Public Employees Association (WPEA)

Ryan Higgins submitted a written report and was present to share updates from the Classified staff. Congratulations and thanks to legislators, faculty and staff of all the colleges. Their efforts bumped funding for Classified staff salaries up from 80% to 100% funded.

Chair and Individual Board Members Reports

Chair Ponto reported that she and President Murray met with Alex Lee, the current candidate for board member to replace Trustee Kelly. She expressed positive feelings about Mr. Lee who has previously served on Foundation Board and thinks he will be great addition. She will move forward with his recommendation to Governor Inslee and ask that his appointment be expedited enabling Mr. Lee to join by August 3, 2023.

President's Report

- Dr. Eric Murray congratulated Executive Director for Equity and Inclusion, Chari Davenport and Director of Communications, Outreach and Marketing, Sara Gómez Taylor noting their efforts in planning, coordinating and facilitating the successful Student of Color conferences. The next one is May 19 and several hundred students will attend.
- Next month's meeting will include President Murray's performance review. This will be done in Executive Session 4:00 – 4:30 pm. Materials will be sent in advance. The open meeting will be 4:30 – 6:00 pm. Trustees will then adjourn to a dinner event with former Trustee Janet McDaniel.

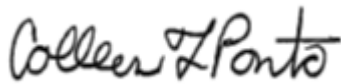
10. OTHER BUSINESS/ANNOUNCEMENTS

There were no other announcements.

11. MEETING ADJOURNMENT

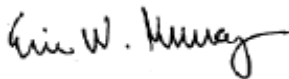
Chair Ponto adjourned the regular meeting at 5:17 pm.

12. Minutes Approved and Adopted on, June 14, 2023.



Dr. Colleen Ponto, Board Chair

Attest:



Dr. Eric Murray, President

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