

Minutes
Regular Meeting
Cascadia College Board of Trustees
September 28th 2022

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

BOARD OF TRUSTEES

Chair Mike Kelly, Vice Chair Dr. Colleen Ponto, Dr. Meghan Quint, 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.

Lily Allen-Richter (recorder) present.

GUESTS

AREA REPRESENTATIVES

CCCFT Representative – David Shapiro, Senior 2 Tenured Founding Faculty present.
Student Representative – London Paris, EAB Advocacy Chair present.
WPEA Representative – Tonio Shimono, WPEA Member present.

AUDIENCE

Mark Collins, Becky Riopel, Lyn Eisenhour, Joella Bennet-Gold, Erik Tingelstad, Elizabeth Englund, Shawna Pitts, Victor Begay, Michael Abay, Raldy Mariano, April Brink, Allen Flaa, Kimia Ghanbeigi, Deann Holliday, Myles Cabanos, Kristina Young.

1. CALL TO ORDER

Board Chair Mike Kelly called the meeting to order at 4:03PM

2. CONSENT AGENDA

Board Chair Mike Kelly asked for approval of the consent agenda. Trustee Dr. Meghan Quint moved to approve the consent agenda. Board Vice Chair Dr. Colleen Ponto seconded the motion. All in favor, the consent agenda was approved.

3. PUBLIC COMMENTS

None

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

- Victor Begay, FT Tenure-Track Faculty and Tribal Liaison
- Michael Abay, Database Administrator- Information Services
- Myles Cabanos, Program Coordinator- Student Financial Services

5. INFORMATION ITEMS

Enrollment Report

In addition to the information provided in the Board packet, below are some highlights:

- At three weeks until the start of the term, FTE for Fall 2022 is down 10.2% (-151.9 FTE) compared to last fall.
- This Fall's enrollment is down 42.9% (-1,006.0 FTE) compared to 2019, a year that reflected pre-pandemic enrollment patterns.
- Predicted: Using an average comparison for the past five weeks, FTE is projected to be down 13% from last Fall, but it could be stronger.

Comment/Questions:

Thank you for all the detailed information in the packet, Kerry.

Policy Overview

Eric will be sending additional information to the Board to begin reviewing Policies and Procedures.

Comment/Questions:

N/A

E&I Legislative Bill Update

In addition to the information provided in the Board packet, below are some highlights:

- In May of 2021, the Washington State Legislature enacted Senate Bill 5227 relating to diversity, equity, inclusion, and antiracism at institutions of higher education. Included in that Bill (section 3) is the requirement for all colleges to conduct campus climate assessments (CCAs) and campus listening and feedback sessions.
- Each college must submit a plan by July 1, 2022 overviewing their plan and progress on their implementation.
- CCA findings must also be posted on your college website.

Action Plan 2022-2023:

Term	Action	Owner(s)	Outcome(s)
Summer 2022	Identify CCA tool(s) for students and employees	E&I Council Work team	<ul style="list-style-type: none"> • Identify Tool • Develop implementation plan
September 2022	Review student success disaggregate outcome data		<ul style="list-style-type: none"> • Identify gaps, gates, and barriers
Fall 2022	Launch the Community Voices (strategic plan initiatives: Scholars, Diversity & Equity Center, student leaders, and other	EDEI, Guided Pathway Assoc. Dean, Director IE	<ul style="list-style-type: none"> • Capture qualitative feedback) to dive deeper in the student and employee experience to supplement quantitative data.
Fall 2022	Deploy CCA tool(s)	Director IE	<ul style="list-style-type: none"> • Capture climate data
Fall 2022	Focus October DIA or drop-in services to discuss data	EDEI	
Winter 2023	summarize feedback, draft actions for 23-24 strategic plan	EDEI	
Spring 2023	Review impact/outcomes of 22-23 E&I strategic initiatives.	EDEI	

Comment/Questions:

- Thank you for creating this.
- Why is this something we haven't had to talk about?
 - Because we are on it. The goals and missions are fulfilled, they have been sent to SBCTC and they are on the webpage for people to review.
- One of the goals was culturally appropriate cultural outreach- Cascadia Scholars. DEI definitions on the webpage.
- Is there a post review 2-3 years out to provide metrics
 - Probably, this was a special allocation. We had to complete one compliance report. This is tied to our strategic plan too.

Guided Pathways Update

In addition to the information provided in the Board packet, below are some highlights:

- Pillar 1: Create clear curricular pathways to employment and further education.
- Pillar 2: Help students choose and enter their pathway.
- Pillar 3: Help Students stay in their path.
- Pillar 4: Ensure that learning is happening with intentional outcomes.

Global Projects

Student Voices

- In collaboration with the Equity and Inclusion department, student focus groups, ongoing collection of student feedback will be collected throughout the 22-23 Academic Year to drive the work of Guided Pathways.

Communication

- Ongoing forums, workshops, and training will be developed to ensure that the campus is in the loop of the success of Guided Pathways transformation.

Website Redesign

- Publish Areas of Interests with clearly defined Program Maps linked to career and transfer outcomes.
- Easy to navigate application processes, with clear onboarding steps to CORE, Jumpstart, advising milestones, and College 101.

Comments/Questions:

- The apparent success is really positive. Kudos to you and everyone at Cascadia.
- This is tied to our strategic plan.
- Data admin will help us to be less reactive and become proactive.

Strategic Plan Update

In addition to the information provided in the Board packet, below are some highlights:

Notes for the 2022-2023 Addendum

Status Definitions for Initiatives

- Transitioned to operational or completed: These are initiatives, actions, or programs that were initiated in 2021-2022 and are either completed or now considered operationalized, as part of our regular practice.
- Continued: These are initiatives, actions, or programs that were initiated in 2021-2022 and were not completed due to specific reason (noted in the plan) and continued for this year.
- New: These are initiatives, actions, or programs that were identified as what matters most to positively influence our mission metrics for this coming year.

Enrollment recovery vs. SEM

- Like many of our community colleges, throughout the pandemic Cascadia College has experienced enrollment decline, especially with systemically non-dominant students.

Consequently, we have adopted Enrollment Recovery as our enrollment approach. Enrollment Recovery conveys a sense of urgency for enacting initiatives to retain our current students, reconnect with those who have left, and purposely introduce our College to communities we have not yet met.

Comments/Questions:

- I appreciate everything you've done. The structure is so strong. BRAVA!

6. DISCUSSION/PRESENTATION ITEMS

Monthly Finance Report: FY 22-23 September Update

In addition to the information provided in the Board packet, below are some highlights:

	22-Aug	Sep-22
REVENUES - Operating Budget	FY22 Actuals	FY23 Projections
SBCTC Allocation	\$ 13,800,000	\$ 14,483,127
Tuition	\$ 8,270,000	\$ 8,108,067
Preliminary Revenue	\$ 22,070,000	\$ 22,591,194
EXPENSES - Operating Budget		
Preliminary Expenses	\$23,870,000	\$24,879,630
REVENUES (minus) EXPENSES		
Deficit	\$ (1,800,000)	(\$2,288,437)

Financial Training Roadmap:

- Cash/Bank Recon – October
- Successful Fiscal Monthly Close – Mid-November
- Complete FY21-22 Fiscal Audits – October-November
- Budget Tracking & Planning Services – December

Joella:

We've made a checklist, monthly, quarterly and annually. It is the first time we have a scope of what we are doing. It helps us identify training gaps. Who is doing what and when. Clear expectations have been created and we are processing documentation via step-by-step processes.

Comments/Questions:

- Eric: Thank you Jashoda, Joella and the team. Congrats and thank you!
- Any concerns that the parking money allotted will be short?
 - We did not estimate the student part-time hourly correctly. We will be roughly \$10,000 over. But, Becky has additional funds in her student budget that we could use, but we need to make sure we can cross fiscal years.

Academic Program Update

In addition to the information provided in the Board packet, below are some highlights:

The following chart overviews the status and actions required by the Trustees.

Program	Credential	State Status	NWCCU Status	BOT Action	Notes
ETSP - Environmental Technologies and Sustainable Practices	AAST	Deactivation	Deactivation effective July 1, 2022	Information Only	We must have an associate degree affiliated with our BAS in Sustainable Practices to offer the degree.
“Watershed management”	AAST			Requires approval	Erik Tinglestad is developing a new AAST focused on watershed management. Target activation year: 23-24
Computer Science	BS	Approval in progress	Approval in progress	Requires approval	This is a consortium program. We are waiting for the program colleges to complete documentation for approval. Target activation year: 23-24

Degrees: **AAST** - Assoc. in Applied Science – Transfer; **BAS** – Bachelor of Applied Science; **BS** – Bachelor of Science

Resources: [Cascadia academic programs website](#)

Comments/Questions:

- Note to bring the bulletin board up to date.
- For the computer science is it shared curriculum and funding?
 - Yes, common courses and sharing of resources. There are still some decisions that need to be made.
 - Our foundation embraced funding for this track to kick-start enrollment for this program.

7.RECCOMENDED ACTION ITEMS

2022-2023 Election of Chair and Vice Chair

Chair Mike Kelly asked for approval of the recommendation that Vice Chair Dr. Colleen Ponto will be the 2022-23 Chair of the Board and Trustee Dr. Meghan Quint will be the 2022-23 Vice Chair of the Board. Trustee Angie Hinojos made a motion to approve Vice Chair Dr. Colleen Ponto as Chair of the Board and Trustee Dr. Meghan Quint as the Vice Chair of the Board for 2022-23. Trustee Norman Seabrooks seconded. All in favor, no abstains.

2022-2023 Legislative Action Committee BOT Rep (1st Read/Action)

Chair Mike Kelly asked for approval of the recommendation that Trustee Angie Hinojos will be the Legislative Action Committee BOT Representative for Cascadia College for 2022-23. Trustee Norman Seabrooks made a motion to approve Trustee Angie Hinojos as the Legislative Action Committee BOT Representative for Cascadia College for 2022-23 and Vice Chair Dr. Colleen Ponto seconded. All in favor, no abstains.

2022-2023 Sub-Committee Membership (Finance, Strategic Planning, Recruitment)

Chair Mike Kelly asked for approval of the recommendation that the following Trustees are assigned to the Finance, Strategic Planning & Recruitment Subcommittees:

- Finance Subcommittee- Mike Kelly & Dr. Meghan Quint
- Strategic Planning- Norman Seabrooks & Dr. Meghan Quint
- Recruitment/Retirement- Dr. Colleen Ponto & Angie Hinojos

Vice Chair Dr. Colleen Ponto made a motion to approve the above subcommittee assignments and Trustee Angie Hinojos Seconded. All in favor, no abstains.

2022-2023 School District Assignments (Lake Washington, Northshore & Riverview)

Chair Mike Kelly asked for approval of the recommendation that the following Trustees are assigned to the Lake Washington, Northshore & Riverview School Districts for attendance at the Board meetings:

- Lake Washington- Norman Seabrooks
- Northshore- Dr. Meghan Quint & Dr. Colleen Ponto (backup)
- Riverview- Angie Hinojos & Mike Kelly (backup)

Vice Chair Dr. Colleen Ponto made a motion to approve the above school district assignments and Trustee Angie Hinojos Seconded. All in favor, no abstains.

2022-2023 BOT Meeting Date Change

Chair Mike Kelly asked for approval of the recommendation that the June 2023 Board meeting be moved from the 21st to the 14th. Vice Chair Dr. Colleen Ponto motioned to approve the June 2023 Board meeting be moved from the 21st to the 14th. Trustee Norman Seabrooks seconded. All in favor, no abstains.

REPORTS

Cascadia Events & Advocacy Board (EAB): London Paris Advocacy Board Chair, was present and wanted to share information on what is happening on campus over the next few weeks. The Annual jumpstart orientation happened over two days instead of just one. 121 students came the first day and 53 students came the second day. The ARC carnival is happening now, which is a Joint event with UWB. Finally, in a few days we are having the involvement fair to talk about clubs and resources.

Cascadia Community College Federation of Teachers (CCCFT): Tenured Founding Faculty, David Shapiro had nothing to report, but glad to be back on campus, it is great to see our students.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Tonio Shimono represented the WPEA, but wanted to share they had concerns about the 3 positive reports of COVID after Convocation, no action required, but WPEA wanted to note that. Thank you for the free parking and the bonuses.

Chair and Individual Board Members Reports:

- Trustee Angie Hinojos wanted to say how much of a positive and great atmosphere Cascadia is. This is wonderful and thank you President Murray for your leadership.
- We have two new trustees, OPMA new trustees training from Lana Smith will happen at

- the next meeting which will take about 10-15minutes.
- Chair Mike Kelly said how much he has enjoyed being the chair this past year. It has been wonderful working with you all.

President's Report:

- I am continuing to monitor things with the Office of the Superintendent of Public Instruction that may impact College in the High School, and will update the board as needed.
- Meeting format-logistics and philosophy. We have decided to hold meetings in-person so we can embrace being back on campus. Looking to the board to give guidance. Should we embrace the hybrid modality?
 - Colleen would like to embrace the hybrid modality. Participation is more important.
 - We would really like to not burden the staff.
 - The OWL really eliminates the tech issues.
 - The in-person meeting is great.
 - We will circle back about this for the next meeting.

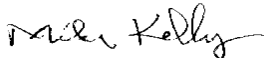
6. OTHER BUSINESS/ANNOUNCEMENTS

There were no other announcements.

7. MEETING ADJOURNMENT

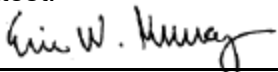
Chair Mike Kelly adjourned the regular meeting at 5:25pm.

8. Minutes Approved and Adopted on October 19th, 2022.



Mike Kelly, Board Chair

Attest:



Dr. Eric Murray, President
Bdminutes09282022