

Minutes
Regular Meeting
Cascadia College Board of Trustees
October 19, 2022

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. Alana Smith (AAG) present.

Donna Sullivan (recorder) present.
Thais Lima (presentation assistant) present.

GUESTS

Pedro Luiz Teixeira (student) present.

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, Lyn Eisenhour, Ketra Embleton, Elizabeth Englund, Deann Holliday, Satarupa Joardar, Becky Riopel, Kristina Young, and other members of Cascadia staff and faculty.

1. CALL TO ORDER

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

2. CONSENT AGENDA

Board Chair Ponto asked for approval of the consent agenda with the addition of one Student Focus item as number six in today's agenda. Trustee Quint made a motion to approve with the addition. Trustee Seabrooks seconded the motion. All in favor, the consent agenda was approved.

3. PUBLIC COMMENTS

None.

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

- Angela Jin, Administrative Assistant 3, Student Learning
- Donna Sullivan, Executive Assistant to College Operations Manager
- Andrea Angel-Hilgendorf, Nonpermanent FS1 to Permanent Fiscal Specialist 2

EAB introductions

- Fernanda Armas Galin – Programming Chair
- London Paris – Advocacy Chair
- Daria Natsagdorj – EAB Coordinator
- Aqdas Tanweer – EAB Coordinator
- Pedro Alonso-Medina – EAB Coordinator

5. DISCUSSION/PRESENTATION ITEMS

Faculty Focus

Chris Gildow presented information on the current art exhibit in Mobius Gallery title *Ephemeral Constructs*. In addition to the information provided in the Board packet, key points and discussion included the following:

- About 50 students and faculty members attended the artist talk this morning.
- The reception for the exhibit is this Friday, October 21, 2022.
- *Pandemic Memorial and Resilience Project* received funding from multiple sources for the creation and installation of artwork on campus.
- Artist Ty Juvenil produced the piece from an aluminum sheet, the laser cut design is based on significant tribal symbolism representing figures singing and beating a drum. Signage will be installed to provide information about the pieces.
- Another art installation is planned for the CC3 courtyard featuring an aluminum word cloud with phrases laser cut to follow the organic wave form. Installation will occur in January.
- Professor Gildow recommended that the Trustees walk through the CC3 lobby to see the thirty-foot banner where students and faculty expressed thoughts and feelings regarding the pandemic.

Student Focus

Pedro Luiz Teixeira shared his experience as a student at Cascadia, highlighting the impact of positive interactions like the encouragement he received from Hao Cheng, Program Lead for Cascadia Scholars, and the support of his faculty mentor, Erica Almeda. Pedro expressed gratitude, excitement and hope for “putting learning into action” in the future.

Open Public Meeting Act Overview

Assistant Attorney General Alana Smith provided an overview of the Open Public Meetings Act. In addition to the information provided in the Board packet, key points and discussion included the following:

- Legislative Declaration applies to public meetings as well as public records.
- No action will be taken at board retreats. In December, an executive session dinner meeting is planned and appropriate notices will be sent to the public and campus community. A good practice is to talk about collective bargaining in executive session, but it doesn't apply to all.
- Ratification of the Cascadia Community College Federation of Teachers (CCCFT) contract occurs as a formal Board action in open session.
- WPEA is bargained at the state level and the Board won't take formal action.

- Ms. Smith said Cascadia benefits from good management.
- State auditors do read board minutes, but neither these nor the sub-committee minutes fall under this declaration.
- Policies work may occur in November, if not, then in January.

Tenth Day Enrollment

Vice President for Student Learning and Success, Dr. Kerry Levett, presented current enrollment data. In addition to the information provided in the Board packet, key points and discussion included the following:

- A consultant who can assist with a deeper dive into data may be a consideration in the future.
- Toward spring Student Learning will have better idea of modality for courses.
- Next year, students will begin on pathways. College infrastructure is not quite ready to support this.
- Trustee Hinojos would like to have demographics to compare from pre-pandemic to post pandemic. Vice President Levett suggested a five-year demographic. More will be available for the board in November. The board will also receive data fulfillment bytes to be outlined for the year by the strategic committee.
- Trustee Hinojos would also like to see demographic data for retention and continuous enrollment. Vice President Levett assured that these student outcomes will be presented.
- Total enrollment is down 2.5% from last year; this is an accomplishment and a gain even though it's a loss. This helps provide a new starting point for projecting through the year. Student behavior remains the same and the pattern seems unchanged since last year.
- Running Start, a contracted program with special allocation, made good gains in recapturing FTE's; retention in this group is still the biggest challenge.
- Vice Chair Quint asked whether in person or online classes are filling faster. Vice President Levett will provide information after the next registration cycle.
- Other ways of "tempting students back to class" include Community Voices program and the new instructor evaluation system which helps get instructors the feedback they need.
- Earlier publishing of the schedule would be beneficial. Guided Pathways will provide a whole new way of looking at data. The schedule timeline is student-centered, driven not by what faculty want, but by what students need.
- Trustee Seabrook asked the reason for 51% of English classes to be in hybrid modality. Dean Eisenhower responded that the college is "able to be flexible in modality as student need becomes clear. With College 101, we are refining the modality."
- David Shapiro noted that enrollment is an important consideration, but not the only one.
- More data will be presented for the board's consideration at the Winter Quarter board meeting.

Finance Report

Dr. Jashoda Bothra presented the college's current financial status. This information was not available for inclusion in the packet published prior to the meeting.

- Dr. Michael Horn and Shyla Hansen helped prepare these numbers.
- \$22.1 mil for revenue; \$2.6 mil deficit. \$1.5 mil deficit aligned with use of stimulus funds, which the college is fortunate to have this year.
- President Murray noted that this is a twelve-month process and likely to be the most intense budget season the college has faced. Options for consideration will be presented for drawing down reserves.
- Dr. Murray continued by noting that there are three repair/replace cycles. Board approvals last year have resulted in the labs are becoming more self-supporting.

Comments/Questions:

Recruitment and Retention

Vice President for External Relations and Planning, Meagan Walker, and Dr. Kerry Levett presented the college's recruitment and retention efforts. Key points and discussion included:

- The group will be starting with the first outreach through College 101, then breaking down into specific categories and separating out these moments in time.
- The college's enrollment recovery plan will be reviewed and the group will look at other elements across the entire spectrum prior to the subcommittee meeting.
- Gaps are being identified and better understanding of what needs to change and how to move through steps is developing. A few more weeks of working together should be sufficient to present something helpful in moving forward.
- The subcommittee paradigm should be effective and efficient in refining the information and recommendations before bringing back to full board.
- Chair Ponto suggested that the time frame should begin even before the student knows they are a perspective student and go all the way to graduation. Vice President Walker clarified that the focus is the onboarding pillar which goes through College 101, but that Guided Pathways will look through the entire journey.
- In pre-Guided Pathways years, this work was done through Strategic Enrollment Management.
- Chair Ponto asked how the board can help. Student referrals are one way.

6. RECOMMENDED ACTION ITEMS

Risk Management Policy (Action)

Chair Colleen Ponto asked for approval of the recommendation that the college adopt a policy to guide risk management approach and ensure that proper protocol is followed for identifying, ranking, managing and reporting risk. President Murray clarified that there is an RCW requiring all state entities to have a process. The state board offers participation with a software and Cascadia needs the policy that says we are committed to the RCW. Please review the document so the it can be added to the Risk Management portfolio.

Trustee Mike Kelly moved to adopt the policy. Trustee Angie Hinojos seconded the motion. All in favor, no abstains.

Transforming Lives (Action)

Chair Colleen Ponto asked for approval of the recommendation that Rita Nichols-Kaskes represent Cascadia as the nominee for the ACT Transforming Lives Award for 2022. Trustee Mike Kelly moved to nominate Ms. Nichols-Kaskes. Trustee Angie Hinojos seconded the motion. All in favor, no abstains.

President Murray clarified the process.

- The college solicits essay applications and forwards the recommendation for nomination.
- All five trustees are invited to attend the Transforming Lives ceremony, it is part of the Trustee Association meeting.
- Foundation will award a \$250 prize even if the student does not receive the ACT award.
- Chair Ponto commented Ms. Nichols-Kaskes submitted an inspirational essay.

7. REPORTS

Cascadia Events & Advocacy Board (EAB): London Paris Advocacy Board Chair, was present and shared information about the main student event since last meeting which was the Involvement Fair, a two-day even offering students the opportunity to interact with representatives from dozens of Cascadia programs.

Cascadia Community College Federation of Teachers (CCCFT): Tenured Founding Faculty, David Shapiro submitted a written report.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Tonio Shimono represented the WPEA. No report given.

Chair and Individual Board Members Reports:

- At least three Board members prefer to have a paper agenda available at the meetings.
- Trustee Quint is on two subcommittees, so she requested that the meetings be held on the same day if they are in person.

President's Report:

- President Murray reported that he met with representatives of the Together Center in Redmond. Cascadia will offer its first classes at the location in summer.
- The website is being updated. Please look at your bios let us know how you might like it revised.
- Talking points will be sent for next month's school board visit.
- There will be an executive session in December, held at President Murray's residence.

8. OTHER BUSINESS/ANNOUNCEMENTS

There were no other announcements.

9. MEETING ADJOURNMENT

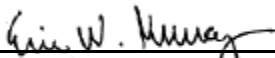
Chair Colleen Ponto adjourned the regular meeting at 5:41 pm.

10. Minutes Approved and Adopted on November 16, 2022.



Dr. Colleen Ponto, Board Chair

Attest:



Dr. Eric Murray, President
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