

Minutes
Regular Meeting
Cascadia College Board of Trustees
November 16, 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, and Norman Seabrooks present. Angie Hinojos absent with approval.

EXECUTIVE STAFF

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

Ketra Embleton (recorder) present.
Thais Lima (presentation assistant) 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

Brittany Caldwell, Mark Collins, Lyn Eisenhour, Elizabeth Englund, Sara Gomez-Taylor, Melissa Stoner, Becky Riopel, Larissa Tikhonova, Erik Tingelstad, Holly-Erin White present in person. David Berner, Laura Heddal, Danielle Plessner (WPEA), Holli Walker, and Kristina Young present via Zoom.

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 Seabrooks seconded the motion. All in favor, the consent agenda was approved.

2. PUBLIC COMMENTS

None.

3. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

- Holli Walker, Customer Service Specialist 3, Enrollment Services
- Holly-Erin White, Payroll Coordinator, Human Resources
- Brittany Caldwell, Executive Director, Foundation

4. INFORMATION ITEMS

Rules Coordinator Overview

Lana Smith (AAG) presented an overview of the position of Rules Coordinator which is required by each institution according to the Administrative Procedure Act (APA).

- It is required by law that each institution have a rules coordinator.
- Cascadia does not currently have a rules coordinator.
- When the board adopts something, it needs to be included in the Washington Administrative Code (WAC), such as student code revisions. The rules coordinator ensures that proper procedure is followed through formal adoption of the new rule. This procedure includes:
 - Prenotice inquiry filed by rules coordinator (Form 101).
 - Announcement to the public via campus public rules hearing (Form 102).
 - Filing of form necessary for formal adoption of new rule (Form 103).

5. DISCUSSION/PRESENTATION ITEMS

Monthly Finance Report

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:

- The College has been discussing how to leverage stimulus (HEERF) funds that were received to support students. Students were identified who owed debt to the college preventing re-enrollment. A one-time gift of debt forgiveness was offered and 84 students accepted and re-enrolled.
- YTD Expenses – 85% of these are salary and benefits. In January, six months of salary and benefit data will be available providing better planning information.
- Onboarding Employees – 36 out of 46 vacancies have been filled in 2022 YTD. President Murray noted that some of this shortfall has been intentional as the College determines how to move forward with future budget writing.
- How HEERF funds are being spent
 - The first priority is offsetting overspending of current fiscal year.
 - All funds must be spent by June 30, 2023.
 - Notify VP of Administrative Services of ideas for spending by January 2023.

Comments/Questions:

- Trustee, Mike Kelly inquired about allocating Skybridge Grant funds to offset parking expenses.
- Vice Chair, Meghan Quint initiated discussion about the mental health service provider position that was approved in June.
- Dr. Murray noted that budget review and preparation months are January through March to discuss at the board meeting in May.
- Additional items
 - Redmond Center – Dr. Murray explained that he is seeking further funding options.
 - Furniture for the STEM 4 project was discussed.

Student Focus

Guest, Lawrence Clay, was unable to attend meeting.

Onboarding Overview

Dr. Kerry Levett presented the onboarding process of the Guided Pathways program. The main intention of this program is to eliminate equity gaps by adding support and programs to assist students in moving seamlessly through the college experience. Program leaders meet quarterly and always welcome ideas and suggestions.

Comments/Questions:

- President Murray explained that Guided Pathways is a cross-division effort. It is part of the strategic plan and reflects all parts of the strategic plan.
- Vice President Walker further explained several areas and people around the college contributing to this effort while the Dean for Pathways oversees processes.
- Almost 8000 people have come to the website after outreach efforts, however the College does not have the technology yet to effectively follow up.
- Dedicated resources may be needed to convert outreach efforts to recruitment efforts.

Strategic Plan

Vice President for Student Learning and Success, Dr. Kerry Levett, discussed the strategic plan and the Institutional Effectiveness timeline.

- Disaggregated enrollment data is not available due to staffing changes and technical issues.
- A core value of the strategic plan is adaptability.
- A new way of looking at data will be unveiled in February. This will address measuring how initiatives are affecting outcomes.
- Mid-cycle accreditation is coming up April 2023
 - Will provide evidence of progress on responses to three recommendations.
 - The mid-cycle report will be available in March prior to the accrediting agency visit.
 - Cascadia is one of the first colleges to be reviewed under the new standards established in 2020.
 - Two evaluators will conduct the site visit.
 - The agenda will be available early in the year and board members will be briefed and prepared for site visit.

6. RECOMMENDED ACTION ITEMS

Anti-hazing Policy (Action)

Dr. Kerry Levett explained that although the student code currently prohibits hazing, a new policy requires approval and induction into the Student Code of Conduct.

The College recommends that the Trustees move to approve Policy BP 03.02.010 in regards to anti-hazing. Trustee Mike Kelly moved to adopt the policy. Trustee Norm Seabrooks seconded the motion. All in favor; no abstentions.

All Policy Review

President Murray explained that policy is not available for approval at this time. Anything that could be changed or modified by the president was changed.

- AAG Lana Smith was able to consolidate seven policies into one, greatly reducing the overall size of the document.
- President Murray will send new policy to Trustees on November 17, 2022.

STEM 4 Building Name

Vice President Walker explained that ten potential names for the new building were identified. They were narrowed by the President of Cascadia and the UWB Chancellor, then submitted to campus constituencies.

The College recommends that the Board move to approve Innovation Hall as the new name of the STEM4 project. Vice Chair Megan Quint moved to adopt the policy. Trustee Norm Seabrooks seconded the motion. All in favor; no abstentions.

7. REPORTS

Cascadia Events & Advocacy Board (EAB): London Paris Advocacy Board Chair, submitted a written report and was present to share information. Key points included:

- Feedback collected by students indicate their interest in obtaining financial literacy.
- The EAB is partnering with faculty member, Lisa Citron, to create a wealth-building workshop.
- Part of the Activities Fee is a contingency fund designed to support new initiatives. The amount approved this year is \$7000.00.

Cascadia Community College Federation of Teachers (CCCFT): Tenured Founding Faculty, David Shapiro submitted a written report and highlighted collaborative processes with the Library and librarians.

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

Chair and Individual Board Members Reports:

- Vice Chair Meghan Quint attended a gallery event in Mobius prior to Halloween and encourages all to attend these events. She thanked Chris Gildow for curating these exhibits.
- Trustee Norm Seabrooks had an exchange with the Board Chair at Lake Washington School District. The two will meet one-on-one later in the month, and Trustee Seabrooks would like to include someone from the College for a subsequent meeting with the Chair to provide more information about Cascadia.
- Meagan Walker suggested bringing Director of Outreach Sara Gomez-Taylor for additional meeting.
- Chair Colleen Ponto attended Northshore School District (NSD) meeting and spoke about Cascadia. NSD is hiring a new superintendent.

President's Report:

President Murray attended the Community Leaders Breakfast at Lake Washington Schools (LWS). He reported that others were excited about the Redmond Center and bringing Cascadia Running Start to this location. Representative Vandana Slatter spoke of her commitment to protecting the community college system.

- Pictures of Board members and staff will be taken in January for Cascadia website updates.
- The next Executive Session will take place on December 7, 2022 at the residence of President Murray. The president's self-evaluation will be available prior to that meeting. The writing session for the president's review will take place on January 4, 2023.
- The Transforming Lives celebration will be held in Olympia on January 23, 2023. President Murray and Trustees Hinojos & Seabrooks will be there for the day and stay for the awards banquet.


8. OTHER BUSINESS/ANNOUNCEMENTS

There were no other announcements.

9. MEETING ADJOURNMENT

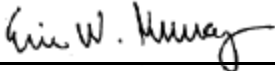
Chair Colleen Ponto adjourned the regular meeting at 5:37 pm.

10. Minutes Approved and Adopted on, January 18, 2023.



Dr. Colleen Ponto, Board Chair

Attest:



Dr. Eric Murray, President

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