

**Minutes Regular Meeting
Cascadia College Board of Trustees
February 21, 2024**

**Cascadia College
19345 Campus Way NE
Bothell, WA 98011**

BOARD OF TRUSTEES

Present: Dr. Meghan Quint (excused), Vice Chair; Angie Hinojos, Vice Chair; Dr. Colleen Ponto; Alex Lee; Norman Seabrooks

EXECUTIVE STAFF

Chari Davenport, Dr. Kerry Levett, Erin Blakeney (excused), Meagan Walker (excused), Shawna Pitts, Dr. Eric Murray, Ellen Evans, AAG.

Susan Thomas (recorder)
Thais Lima (presentation assistant)

AREA REPRESENTATIVES

CCCFT Representative – David Shapiro, Senior 2 Tenured Founding Faculty not present
Student Representative – Miyuki Sandoval, EAB Advocacy Chair present.
WPEA Representatives – Ryan Higgins present

AUDIENCE

Audience members in-person and via Zoom included:
See Addendum A

1. CALL TO ORDER – PUBLIC SESSION (4:00 PM)

Vice Chair Angie Hinojos called the meeting to order at 4:01pm

2. CONSENT AGENDA

Vice Chair Hinojus asked for approval of the consent agenda.

COMMENT: Trustee Ponto suggested that going forward do not indicate whether attendance is in-person or via Zoom on the attendance sheet.

MOTION: Trustee Ponto made a motion to approve. Trustee Lee seconded the motion.

APPROVED. Unanimously. No Abstentions.

3. PUBLIC COMMENTS

There were no public comments

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS

- **Introduction of New Employees/Promotions**
 - Zainab Alhassani, Operations Manager in Communications. Zainab is coming to us from the University of Washington, where she worked first as a Program Coordinator before being promoted as a Program Manager for Undergraduate

Programs.

- Akanksha Joshi, Cascadia Scholars Program Lead.
Akanksha Joshi (she/her/hers) joins the Office of E&I team following decades of experience across a variety of industries including entrepreneurship, hotel management, banking, and real estate.
- Gina Moore, Instructional Support and Classroom Technician 2
After an enriching academic journey, completing a Ph.D. and launching a business, Ariafrica LLC, Gina is thrilled to dive into the practical realm as a Laboratory Support Technician 2 at Cascadia College. She brings a renewed passion for the scientific field.
- Monica Hong, Customer Services Specialist III
Monica has ten years of experience in the field of education. She has worked with students of diverse backgrounds, serving as a paraeducator in a Special Education classroom at Brier Elementary and as an ESL instructor at various institutions in South Korea.
- Zuzana Regan, Program Coordinator for International Programs.
Zuzana comes with an extensive English as a Second and Foreign Language teaching background. She taught at higher education institutions in Czech Republic and Switzerland, and also taught and supported international and immigrant students at University of Colorado at Boulder.
- David Bly, Fiscal Specialist 2.0
David was born and raised in Everett. He recently graduated with his ATA from Everett Community College and has spent the last 10 years operating a small pizza delivery restaurant in Everett. His free time is spent hiking, backpacking, and building old classic cars.
- Mariel Ledezma, Instructional Support and Classroom Tech 1
Mariel joined the Bock Learning Center as a part-time hourly tutor in January 2023; this is her first quarter as a nonpermanent Classified employee. As an embedded tutor for English Foundations, Mariel supports students in Beginning and Low-Intermediate English Communication.
- Peter Days, Fiscal Technician 2
Peter has been working as a Student Intern since June on 2023. He has been a student at Cascadia College since September of 2022 and was just accepted to UWB and will start there in Spring Quarter.
- Fisher Brown, IT Support Analyst.
"I normally go by "Fish", but I don't mind "Fisher" either!" He was born on the west coast and spent some of his early life there before moving to Pennsylvania where he grew up and graduated from high school. After graduation, he joined the U.S. Army where he worked primarily with enterprise technologies, encryption platforms, and satellite systems.

The following employees have been promoted since the December Board meeting. Their transitions are below:

- Vicki Ashe – Operations Manager, Student Success Services
- Aileen Ibershof – Academic Advisor/Veterans Specialist
- Thais Lima – Operations Manager, Administrative Services
- Melissa Stoner – Payroll Director
- Bryan Martinez – Director of Enrollment Management

5. INFORMATION ITEMS

- **Faculty Sabbatical Reports (Asynchronous)**

This month, two faculty share sabbatical podcasts created through the Teaching and Learning Academic podcast series:

- Chris Cuneo, Tenured, Senior 2, in BIT/Networking
- Garth Neufeld, Tenured, in Psychology

- **President's Work Plan**

Each year in December-January, the Trustees review the performance of the President and review yearly goals. In February, the President presents the agreed upon goals, or "work plan", in final form to the Trustees. Eric presented the 2024 Work Plan.

6. DISCUSSION/PRESENTATION ITEMS

- **Strategic Story: Cascadia Scholars (CD)**

This month's discussion focuses on the success of the Scholars program as one of our first strategic initiatives that has transitioned to an operational program. Chari Davenport shared the presentation and discussed the following:

- Scholars "Check-In" Questionnaire
- Why Attend Cascadia?
- How Has Cascadia Scholars Impacted Your Journey?
- Scholarships
- How Can Cascadia Scholars Foster Belonging?
- How Has a Mentor Improved Your Journey?

Comments/Questions

- Chair Ponto commented that it just takes one person to believe in a program, and that she smiled while reading the student quotes.
- Vice Chair Hinojos agreed that it was great to read the quotes and see how the students are thinking about the program.

- **Winter Quarter Enrollment Update (KL)**

Dr. Kerry Levett presented the 10th Day Enrollment slide deck:

Tenth day enrollment provides a snapshot of our current position compared to previous years and provides the foundation for understanding our enrollment pattern for the academic and fiscal year. The data presented will include data drawn after January 16, 2024, and supplemented with applicable updates after the 10th day census.

- Fall Enrollment (FTE) 10th Day
- Winter Enrollment (FTE), 10th Day
- Summary: Fall vs Winter

Comments/Questions

- Vice Chari Hinojos was curious as to why the winter quarter always has enrollment

less than fall quarter. Various reasons exist for this, including stopping out and transferring.

- **Monthly Finance Report Feb 23-24 February Update (EM)**

Shawna Pitts has stepped in to cover for Dr. Bothra. Dr. Murray presented the Finance Update slide deck and discussed the following:

- 23-24 Budget: Projections vs. Baseline
- Revenue Sources & Tuition
- Winter Tuition Revenue Forecast vs. Actuals
- Expenses Year-to-Date & Reserves

Comments/Questions:

- Trustee Seabrooks commented that given the size of the reserves, can the state withhold money if we don't spend it? (They could, but generally don't.)
- Trustee Lee gave encouragement that these are investments that we've worked hard to create over time. It's great to have to fulfill the mission of our college and we need to be mindful of how to invest into the college.
- Vice Chair Hinojos appreciates the items being discussed for future planning, and wondered if the state board has anything to say about minimums. (10-15%, as designated by the Trustees, should be the minimum.)
- President Murray addressed each of these comments and questions.

- **Incremental Staffing Plan, Continued (EM)**

Dr. Eric Murray, on behalf of the college administration, proposed that, based on our projected enrollment and revenue numbers as reviewed in this meeting, the Trustees approve additional funding to increase staffing as soon as search processes can be completed. This request is the second installment of requests that were spread out over the academic year. A final chapter will come during the regular approval process of the Board in May/June.

7. RECOMMENDED ACTION ITEMS

- **Incremental Staffing Plan**

Dr. Eric Murray on behalf of the college administration requested authorization to hire 5 additional new staff equaling \$525,000 in salary and benefits costs.

"The Board moves to approve the incremental staffing request in a total amount not to exceed \$525,000 beginning as of this date.

Comments/Questions:

- Trustee Ponto was not inspired by the note that the college did not end last year with a deficit. The reason regarding "student success" was the last item on the agenda. It should have been first. There's been continued growth and she'd like to see that at the top of the list.
- Vice Chair Hinojos commented on how important investing in staff is to the college, and asked for what hires are needed at the moment.
- Trustee Seabrooks applauds enhancing employee support.

Motion to approve: Trustee Ponto
Seconded: Trustee Seabrooks
APPROVED: Unanimous. No abstentions

8. OTHER REPORTS

- **Cascadia Events & Advocacy Board (EAP)**
Advocacy Board Chair Miyuki Sandoval shared information about recent EAP events.
 - “Personal Investing Basics” was presented by Professor Hyman. It was a great event and provided an opportunity for students to increase their financial literacy and gain insight and tips on how to invest wisely.
 - Casino Night was a collaboration between EAB and CEB and drew 281 students together to play casino-themed games and have fun together. Also highlighted were the Cascadia’s Chess Club and Photography Club. Dr. Murray joined the fun, as well.
 - Common Hour: We have finished summarizing the data collected from the student survey and have sent a report to Dr. Kerry Levett.
 - Legislative Advocacy Day in Olympia: Alongside Dr. Murray, Zuah Han and Miyuki Sandoval were able to have discussion with State Representatives about legislative initiatives, and deepen their understanding of the democratic process and civic engagement.
 - Governor Inslee joined EAM members and students across campus for insightful conversations regarding happenings on our campus.

- **Cascadia Community College Federation of Teachers (CCCFT)**
David Shapiro was not in attendance, but shared the following in his report in the board packet:
 - **AFT-WA Lobby Day 2/19/24:** CCCFT members joined AFT-WA family members from around the state to lobby in Olympia to persuade legislators to step up support for higher education.
 - **CCCFT and Shared Governance:** We continue to strive for an institution that operates consistently with the principles of shared governance, and also shared some thoughts from an American Associate of University Professors.

- **Cascadia Classified Union Washington Public Employees Association (WPEA)**
Ryan Higgins shared from his report that will be added as an addendum to the minutes.
 - **PEBB Benefits** eligibility and rules
 - **Union Bargaining** for the WPEA 2025-2027 Higher Education Contact is set to begin soon.
 - **WPEA Scholarships** submissions are open now through April 30th.

- **Board Chair and Individual Board Members**
 - **Trustee Seabrooks** has used meetings at Evergreen Hospital as an opportunity to strengthen the relationship between Evergreen and Cascadia

College. Evergreen is in need of talent, and Cascadia has a lot of talent to offer. Trustee Seabrooks will arrange for an introduction between the CEO and Dr. Murray to further discuss opportunities.

- **Trustee Lee** plans on attending the March 4th LWDS Board Meeting and will provide us with an update on that next month.
- **Trustee Ponto** shared that she attended the February 12th NSD Board Meeting and how impactful the community comments are. The presentation of comments regarding budget constraints and cutting programs was heartfelt. She shared that her heart cringes at the restriction of services our children need now more than ever.
- **Vice Chair Hinojos** is thankful for the support from Cascadia for Centro Cultural Mexicano. The support as well as the physical presence have a major impact on the community and she is grateful for the partnership.
- **President**
 - Dr. Eric Murray reminded us of the Foundation fundraising event next Wednesday; if not already registered, please register online.
 - The LWSD Superintendent discovered his emails were going to junk, but after discovering this he was able to make contact. We have a meeting scheduled next week at the Redmond classroom. We need the support of his school district for this project.
 - After discussion with AAG Ellen Evans and Chair Quint, I'm sharing a call I got from the State Board two weeks ago. I was made aware that there was discussion of closing Cascadia College to increase tech facilities to increase more graduates in computer science. After much discussion with a legislator and a tech industry representative, they agreed to drop the discussion. Disaster was averted, but I wanted to tell the Trustees in person; not by email. Reference the 2/23 Friday Letter for more detail.

Questions/Comments:

- Trustee Ponto asked if this is still a need that hasn't been resolved. Dr. Eric Murray shared the steps our executive team are planning to take. We will need a task force to think in broader terms.
- Alex wondered if we can turn lemons into lemonade and suggested we collaborate to find ways to solve the problem.
- Vice Chair Hinojos commented that it seems like this is a bigger issue. Will there be follow up on a bigger scale? (yes, with the SBCTC)
- Trustee Seabrooks suggested we be proactive in working with business leaders, owners and the community to create stronger relationships.

9. OTHER BUSINESS/ANNOUNCEMENTS

No other announcements.

10. MEETING ADJOURNMENT

Vice Chair Hinojos adjourned the regular meeting at 5:20pm in order to adjourn for Executive Session beginning at 5:30pm.

11. Minutes Approved and Adopted on, March 20, 2024.

Meghan Quint

Meghan Quint, Board Chair

Attest:

Eric W. Murray

Dr. Eric Murray, President

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Addendum A

| Board of Trustees Meeting Attendance | Present |
|---|----------------|
| Eric Murray, President | X |
| Shawna Pitts | X |
| Chari Davenport, VP | X |
| Kerry Levett, VP | X |
| Erin Blakeney, VP | |
| Meagan Walker, VP | |
| Ellen Evans, AAG | X |
| Meghan Quint, Chair | |
| Angie Hinojos, Vice Chair | X |
| Alex Lee, Trustee | X |
| Colleen Ponto, Trustee | X |
| Norm Seabrooks, Trustee | X |
| David Shapiro | |
| Ryan Higgins | X |
| Miyuki Sandoval | X |
| Susan Thomas | X |
| Thais Lima | X |
| Becky Riopel | X |
| Brandy Long | X |
| Chantal Carrancho | X |
| Michael Horn | X |
| Teya Viola | X |
| Erik Tinglestad | X |
| Ana Nina | X |
| Monica Hong | X |
| Yukari Zednick | X |
| Kristina Young | X |

| | |
|----------------|---|
| Jason Rue | X |
| David Bly | X |
| Laura Hedel | X |
| Ginny Jackson | X |
| Shannon Bath | X |
| Akonksha Joshi | X |
| Steve Kroeger | X |
| Brian Escobar | X |
| Zuzana Regan | X |
| Fish Brown | X |

Addendum B



Washington Public Employees Association UFCW Local 365 Report to the Board of Trustees Cascadia College Meeting Date: 2/21/2024

PEBB Benefits: Most WPEA employees making \$60,000 per year or less are eligible for a \$250 Medical FSA contribution from their employer. This rolls over on January 1st, so eligible employees should have access to the new 2024 funds right now, and previous year's funds can carry over if unused. For more information please check any of the following:

FAQ: <https://www.hca.wa.gov/assets/perspay/50-0042-pebb-cba-faq.pdf>

Washington State Health Care Authority Support: <https://support.hca.wa.gov/hcasupport>

The following is a walkthrough guide on how to use the above HCA support portal for the first time and how to establish a SAW (Secure Access Washington) account.

Union Bargaining: Bargaining for the WPEA 2025-2027 Higher Education Contract is set to begin soon. Any WPEA member that would like to participate in this process or give any feedback as to what they would like to see in the new contract is encouraged to do so. Cascadia WPEA members can provide this information to any shop steward or to reach out to Abbie Hart at abbie@wpea.org for more information about the bargaining process and how to participate or give feedback.

WPEA Scholarships: Submissions for WPEA scholarships are open now through April 30th, any WPEA member in good standing may apply at <https://www.wpea.org/wpeascholarship> and awards will be announced on June 1st.

