

**Minutes Regular Meeting
Cascadia College Board of Trustees
October 18, 2023**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

Dr. Jashoda Bothra, Chari Davenport, Dr. Kerry Levett, Meagan Walker, Erin Blakeney, Dr. Eric Murray, Ellen Evans (AAG)

Susan Thomas (recorder) present.
Thais Lima (presentation assistant) present.

AREA REPRESENTATIVES

CCCFT Representative – David Shapiro, Senior 2 Tenured Founding Faculty present.
Student Representative – Miyauki Sandoval, EAB Advocacy Chair present
WPEA Representatives – Ryan Higgins was absent

AUDIENCE

Audience members attending in person and via Zoom included:
Becky Riopel, Shawna Pitts, Sara Gomez-Taylor, Brittany Caldwell, Kelly Snyder, Raldy Mariano, Kelly Leahy, Chantal Carrancho, Mark Collins, Michael Horn, Gordon Dutrisac, Teya Viola, Shannon Bath, Ana Nina, Ginny Jackson, Jason Rue, Amy Yi, Yukari Zednick, Kristina Young, Larissa, Tikhonova, Ifrah Mohamed, Aileen Ibershof, and Linda Richard

1. CALL TO ORDER

Chair Meghan Quint called the meeting to order at 4:00 PM

2. CONSENT AGENDA

Chair Meghan Quint asked for approval of the consent agenda.

MOTION: Trustee, Angie Hinojos made a motion to approve. Trustee Alex Lee seconded the motion.

APPROVED. Unanimously. No Abstentions.

3. PUBLIC COMMENTS

No public comments, and nothing in the remote chats

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS

- **Introduction of New Employees/Promotions**
 - Kerry Levett introduced Shannon Bath, our new Senior Operations Manager for Student Learning. Shannon comes to us with a background at SBCTC with extensive knowledge of ctclink. She also served at Edmonds College managing multiple divisions, as well as teaching. Prior to her career in education, she spent many years as an accountant.
 - Chari introduced Ana Nina, the new Director of Equity and Inclusion Programs. She is from Rio de Janeiro, Brazil, but has made Seattle her home. Her background is Law studies, and holds a PhD from Pontifical Catholic University, as well as an LLM from Harvard law School. We are thrilled to have her join us.
 - Jashoda introduced Ginny Jackson, our new Director of Finance. She has worked as an accountant in multiple capacities, from manager to controller/Director. Ginny has also spent many years at nonprofits throughout Washington. Both of her children attended Cascadia and UW Bothell.

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

- Kaiya-Mae Agag – Part-time hourly to Fiscal Technician 2
- Amy Yi – Program Coordinator to International Student Advisor

5. INFORMATION ITEMS

- **Mission Fulfillment Moment: 2023-2024 Strategic Plan**

Cascadia created a new strategic planning process that allows us to articulate meaningful strategic objectives, initiatives, and report on results. Cascadia has adopted an annual strategic plan (a working plan) that overviews work and outcomes. The Assessment Committee has successfully created a student learning assessment process that is yielding results. Action items from the Strategic Plan that have been successfully initiated and are being sustained are categorized as “Operational”. Those are listed in the attached chart. As well, continuing and new initiatives are also listed for 2023-24.

No questions

6. DISCUSSION/PRESENTATION ITEMS

- **Strategic Story (KL)**

Cascadia’s strategic plan represents actions we take as we collectively see mission fulfillment. This month we are focusing on a strategic initiative: Advising – shifting to a Caseload Advising Model (CAM). This overview sets the framework for this strategic story. Gordon Dutrisac presented the PowerPoint:

 - The mission: find a way to build stronger connections/relationships with students, provide professional staff advising, Kodiak corner advising, as well as international programs, and in CCF. Work together to be consistent and make progress with each student.
 - The old model for most departments were drop-in, however we couldn’t track appointments, and we could not flag students who needed additional help, or

were not doing well.

- New software, EAB Navigate, is a student success platform: it's easy to assign students to an advisor, track student progress and to manage communications between students and advisors. I provide data and dashboards to track student progress and identify students at risk of falling behind.
- Fall 2023 students were assigned to advisors; currently 285 per advisor. We developed communication plan to look at milestones during winter quarter. Those not reaching their success milestones will be reached out to. Students are responding well; they know they have someone in their corner that will fight for them.
- Progress reports 3 times per quarter for common issues with early intervention they can identify what students are missing as far as tools or resources.
KW: this is best practice; most students who met w/advising do register for the next quarter. Access to new data is critical to supporting student success
- More detail on these programs is available in the slideshow provided with the packet.

Questions:

- Trustee Hinojos: Do students receive any information to identify progress/milestones: KW: Yes, through advisors.
- Trustee Seabrooks: Instead of sending emails to groups (impersonal), is there another way to explain how program works? KW: Yes, it's built in with Navigate. It tracks meetings with academic advisors and lets students know what they need.

- **External Relations & Physical Planning Division Annual Update (MW) Greatest Hits Show & Tell**

- **Shawna Pitts** presented slides of designs for the development for Cascadia's Gateway Building, CC5. All student success services will be under one roof. It will provide a physical way to provide Guided Pathways. Funding for this project comes from all over; state and local.
- **Sara Gomez-Taylor** presented slides of a sneak peek of some of the pages of our new website redesign, due in Spring of 2024. Our current website is from fall of 2012, and updates have been band aids on the existing framework. In May we started developing the new, modern and functional design; it's still in development but heading in the right direction with functionality. Another benefit to the new site is it will provide more access to analytics, which help us know who's accessing what.
- **Yukari Zednick** presented the International Programs snapshot. International FTE is 160 this fall. The map showcasing where students come from showed they are primarily from Asia, with some from Africa, Latin America and Europe. We are currently recruiting in 13 countries. We also have some current students who are studying abroad. There is a newly updated E-brochure we are using as a recruiting tool: check out the URL to view the digital brochure
- More detail on these programs is available in the slideshows provided with the packet

Questions:

- Trustee Hinojos – when students come from abroad do they get help finding place to live? Yes, they usually start with a homestay, initially. Then transition to housing with friends/peers.
- Eric – website: when will this be done? Hopefully January 2024
- Trustee Quint – commented that she is confident the new website will be done well.
- Trustee Lee – What has led to success in recruiting international students? YZ: We have a good partner in Asia, who works closely with us. The pandemic also helped with establishing online schooling. Asians really appreciate the close communities and ties to one another.

- **Foundation Annual Update (BC)**

Brittany Caldwell and Kelly Snyder present the activities and accomplishments for the last year, and what is to come in 23-24,

- **Kelly Snyder, Chair of Foundation Board**
 - The board is growing, and we are on a mission to continue to grow the board. Staff, Brittany, Mark and Eric are strong advocates.
 - In addition to providing scholarships, the Foundation is providing support for grants, bookstore vouchers, emergency grants, outreach and engagement, international programs, and other college support including Redmond Together Center, Students of Color Conference, and Innovation Hall.
- **Brittany Caldwell, Executive Director.**
 - We are most well-known for scholarships, but we are involved in many other areas. Reviewed Adequate consideration Report and Financials.
 - There are two scholarship cycles; one in the fall and the other in Spring. By this last scholarship deadline, we had the largest number of students ever to apply for scholarships.
 - A new fundraising priority this year: Cascadia scholars. We are aiming to Increase our support for them.
 - Cascadia Team Giving – We express our gratitude to those who are giving regularly. Every little bit counts; we are very appreciative.
 - Rose Revival this summer was such a success, we are doing it again on 5/16/24.
 - New programs: Community Connections, engagement, recently Meet the Candidates. Also starting The President’s Advisory Council which will meet three times per year. Our goal is to connect local government connections and businesses with Cascadia
 - Outward communication: Foundation News first email update going out in a few days.
 - The Annual Report is completed and just out.
 - A new Fundraising event on campus Feb 28th,2024. This will bring our community in and celebrate our programs.

Questions:

- Trustee Hinojos: It is great to see the energy of the foundation looking forward, I really appreciated the report.
- Trustee Lee commended everyone involved in the Foundation, navigating interesting times. This is a wonderful demonstration, that the way we support the students, does not necessarily show up right away, but over time that

collaboration and coordination is extraordinary. Kudos to all involved in getting the foundation is where it is now.

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

Appreciation for Michael and Elizabeth for all the work they do. The 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.

- Overall enrollment up 10.4% since last fall
- Running start is up 16.2%
- International up 30.2%
- CCF up 28.6%
- Top Feeder Districts, Fall 2023 – Northshore is primary feeder, but another 46 schools from around the sound area feed into Cascadia, as well.

Questions:

- Trustee Ponto: What's in "other" category as far as numbers? KL: Other districts that have smaller numbers of students
- Trustee Hinojos: Is there a correlation between running start students and coming to Cascadia? KL: No, they usually finish; they are high completers and have a high transfer rate, usually to UW Bothell.
- Trustee Lee: Is there collaboration with high school counselors/advisors? Yes, we collaborate with all the local high schools and districts.
- Anything come from NSSD collaborating by using Cascadia labs? KL: This relationsup still in progress.

- **Monthly Financial Report: FY23-24 October Update**

Jashoda Bothra presents the key financial outcomes for the last fiscal year i.e. FY22-23.

- 10th day numbers out last week – because of the great team working on this, we have this data.
- Hiring has been accelerated
- Preliminary results: we stayed within the budget.
- Review of FY23-24 Approved Budget. Our team has gotten better at pulling data from ctclink.
- Tuition revenue actuals & projections: 12.4M overall revenue projection
- Looking ahead FY 23-24 budget forecast – operating budget revenue of 28.3M, projected expenses 26.9M

7. RECOMMENDED ACTION ITEMS

- **Incremental Staffing Plan**

Last month, the recent history of our financial and enrollment stability was presented. As well, a proposal to increase staff across Fall 2023, Winter 2024, and Spring 2024 was proposed.

- We have hired 22 staff members. Staff attrition and retention are ongoing

- issues.
- Each division faces struggles with ctclink and overburdened individuals who struggle to get their work done.
- Requesting authorization to hire 8 staff members to help with work load issues. Some will be from new promotions.
- Our tuition shows us that we will more than cover the cost of new staff.

Trustee Lee: What are the competing issues; what's our lost opportunity by investing in this? If we spend 500k elsewhere, can we increase enrollment, etc.? EM: If we don't have the staff then you fail in those initiatives. Take Redmond: we need someone on site. We don't have the staff to support those initiatives. The burnout and attrition will cause us to fall apart; we can't lose any more key people. We need to make an investment in the infrastructure.

Motion to approve: Trustee Hinojos
 Seconded: Trustee Lee
 APPROVED: Unanimous. No abstentions

8. OTHER REPORTS

- **Cascadia Events & Advocacy Board (EAB)**
 Student representative Miyuki Sandoval shared information on upcoming events the EAP is sponsoring and planning.
 - The always popular ice cream social on the first day of school was a big success.
 - Fall Involvement Fair was an excellent way to bring together students and ensure they are equipped with the resources and clubs they need to be successful. There were 352 students at the fair.
 - Advocacy; voter registration; we put up signs, whiteboards and provided pamphlets to get interest.
 - Getting confirmation in positions. Busy calendar with future events.
 - Create a culture on campus of feeling welcome and promote getting involved.
- **Cascadia Community College Federation of Teachers**
 David Shapiro had nothing to report.
- **Cascadia Classified Union Washington Public Employees Association**
 Ryan was not present or online
- **Board Chair and Individual Board Members**
 Trustee Hinojos: It's great to see Cascadia out and about; I saw Meagan at a recent event. I was also able to go to Redmond Center; what a great space. I'm really excited about that space.
 Trustee Seabrooks: hoping to attend next month's meeting in person; he had a better health report this month. It's interesting to have conversation about students and what they are trying to do. Capturing humanity around the data, adds color to the value of Cascadia

- **President**

Board Policy review homework is due by 11/1.

Dr. Murray is delivering State of the College addresses to local City Councils and School Districts. Did the first last night in Bothell; they were appreciative of us. He'll have nine nights out in the next 6 weeks.

One of the American Psychology Association yearly awards was given to one of our professors: Garth Neufeld. This is a great story to share about the quality of our faculty. You can get more information from his website

www.sharedspaceforall.com. He'll give a shout-out in the Friday letter.

9. OTHER BUSINESS/ANNOUNCEMENTS

No other announcements.

10. MEETING ADJOURNMENT

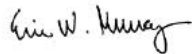
Chair Quint adjourned the regular meeting at 5:49 pm.

11. Minutes Approved and Adopted on, November 15, 2023.



Dr. Meagan Quint, Board Chair

Attest:



Dr. Eric Murray, President

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