



**Board of Trustees Meeting Agenda**

**Ms. Angie Hinojos, Chair  
Dr. Colleen Ponto, Vice Chair  
Mr. Alex Lee  
Dr. Meghan Quint  
Mr. Shahryar Qadri**

**Public Meeting followed by Executive Session  
Wednesday, December 4, 2024  
4:00 p.m.**

**Location: Cascadia College CC2-261**

**Cascadia College Board of Trustees  
Cascadia College CC2-261**

**Wednesday, December 4, 2024  
4:00 p.m.**

**AGENDA**

**1. CALL TO ORDER (4:00pm)**

**2. ACTION ITEM**

- Approval of October 16, 2024 Minutes

**3. EXECUTIVE SESSION (4:05pm)**

**The Board will meet in a 90-minute Executive Session** to discuss number 2 below and/or any of the issues listed below:

1. to receive and evaluate complaints against a public officer or employee;
2. **to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;**
3. to discuss with legal counsel litigation or potential litigation to which the college is, or is likely to become, a party, when public knowledge of the discussion would likely result in adverse consequences to the college;
4. to consider, as a quasi-judicial body, a quasi-judicial matter, between named parties;
5. to consider matters governed by the administrative process act, chapter 34.05 RCW; and/or
6. to plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposal made in on-going negotiations or proceedings.

**4. NEXT MEETING**

- The next meeting of the Board is Wednesday, January 8, 2025, 4:00pm. This is an executive session with regards to #2 above.
- The next regularly scheduled public meeting of the Board is Wednesday, January 15, 2025, 4:00pm.

**ACCESSIBILITY & NON-DISCRIMINATION**

*The facilities for this meeting are free of mobility barriers. Interpreters for hearing-impaired individuals and taped information for visually impaired individuals will be provided upon request when adequate notice is given.*

*Cascadia College is committed to creating a supportive environment for a diverse student, faculty, and staff population. Individual differences are celebrated in a pluralistic community of learners.*

*Cascadia does not discriminate on based on, but not limited to race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment, and is prohibited from discrimination by college policy and state and federal law.*

**Minutes Regular Meeting  
Cascadia College Board of Trustees  
October 16, 2024**

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

**BOARD OF TRUSTEES**

Present: Angie Hinojos, Chair; Dr. Colleen Ponto, Vice Chair; Meghan Quint; Alex Lee;

**EXECUTIVE STAFF**

Chari Davenport, Dr. Kerry Levett, Erin Blakeney, Sean Poellnitz, Dr. Eric Murray, Dr. Ellen Evans, AAG.

Susan Thomas (recorder)  
Thais Lima (presentation assistant)

**AUDIENCE**

Audience members via Zoom included: See Addendum A

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

Chair Angie Hinojos called the meeting to order at 4:00pm

**2. CONSENT AGENDA**

Chair Hinojos asked for approval of the consent agenda.

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

APPROVED. Unanimously. Trustee Quint Abstained.

**3. PUBLIC COMMENTS**

There were no public comments

**4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS**

**New Employees**

**EAB:**

- Leila De Folo – Programming Chair
- Olivia Kent-Horton – Advocacy Chair
- Taylan Allison – Event Coordinator
- Shaezel Khan – Event Coordinator (absent)
- Molika Ny – Event Coordinator

**Cascadia:**

- Jamie Rocco, Customer Service Specialist 3

- Elizabeth Merritt, Customer Service Specialist 3

### **Promotions/Changed Positions**

- Ryan Higgins, Instruction & Classroom Support Technician 3 (12 month)

## **5. INFORMATION ITEMS**

- **Fall Quarter Enrollment Update**

Erin Blakeney shared the Enrollment Update Slide Deck and discussed:

- Preliminary 10<sup>th</sup> Day Update
- Overview #s
- Fall Trend
- FTE by Fund Source

Cascadia enrollment numbers are up from the report; almost 20% overall. Classes are full, the energy is really great; feels like pre-covid. Enrollment for multiple quarters will launch this Friday and registration starts the 1<sup>st</sup> of November.

## **6. DISCUSSION ITEMS**

- **Faculty Focus**

Dr. Levett introduced Dr. Soraya Cardena, Ph.D. who discussed her work centering A.I. in class discussions on ethics and inequities. She presented “Unfolding A.I. in the Classroom” and discussed:

- What is artificial intelligence
- Why should we care
- Classroom Pedagogy
- Ethics
  - College 101:College Strategies: Debate
  - SOC 150: Social Inequality: Quiz & Group Qs
- A tool in the classroom: Chat GPT
  - SOC 440: Society and Ethics in the Digital Age

- **Monthly Finance Report**

Sean Poellnitz presented the October Finance Report and discussed:

- Estimated revenues for 24-25 based on 10<sup>th</sup> Day Fall Enrollment
- Estimate for FY24 Year End Close
- Reserve Best Practices

- **Foundation – Year in Review**

Executive Director Brittany Caldwell introduced Kelly Snyder, Board chair who presented the overview of the 2023-25 Highlights – Fundraising Events; see presentation in packet for more information.

Kelly Snyder provided an overview of:

- Fundraising priorities
- Launched annual fundraising event: Pay it forward
- Growth of Board
- Expanded outreach/donor development strategies
- First full ride scholarship this year
- Data sharing agreement with college
- Exceeded 3M total assets for the first time
- Impacted 316 students

Brittany Caldwell discussed:

- Growing support for students
- Endowment Growth
- Adequate Consideration Report
- Fundraising Priorities for this year
- Events: Three this year
  - Scholarship Reception Event
  - 25<sup>th</sup> Anniversary Celebration
  - Rose Revival Fundraiser

- **Administrative Services - Year in Review**

Sean Poellnitz presented on Administrative Service's 2023-24 work:

- Administrative services includes:
  - Information Technology Services
  - HR
  - Facilities and Capital Projects
  - Payroll
  - Finance
- Five ways to build:
  - Shift from reactive to proactive
  - Responding to Solution-Based
  - Agility and Flexibility
  - Culture and People-Centric Focus
  - What Got Us Here Won't Take Us There
- Finance Review

## **7. RECOMMENDED ACTION ITEMS**

- **Faculty Emeritus Status Award**

The Trustees must approve the granting of Emeritus status.

Emeritus status is granted by contract to faculty who have retired from Cascadia in good standing. Dr. Kerry Levett presented the nomination of the Faculty Assembly and support of college leadership, and put forward Dr. Jeff Stephens as a candidate for the status of Faculty Emeritus.

Motion to approve: Trustee Quint  
Seconded: Trustee Lee  
APPROVED: Unanimous, No abstentions

- **Authorization for Use of Reserves**

The Trustees must approve expenditures from Reserves that are of a significant amount.

Dr. Murray presented the CC5 Building Project Readiness Funding Request: “Design money” for CC5 was allocated at the beginning of the current biennium (July 1, 2023). That money has been expended and we have completed the design for the new building. However, in order to be “shovel ready” when our construction money is allocated in July 2025, we must begin architectural final drawings. This money is available with the July 2025 allocation. However, in order to not delay the project another 8 months, borrowing from the Reserves now (and paying it back after the allocation), is in the college’s best interest. Correction to estimated cost: 100k

Motion to approve: Trustee Lee  
Seconded: Vice Chair Ponto  
APPROVED: Unanimous, No abstentions

## 8. OTHER REPORTS

- **Cascadia Events & Advocacy Board (EAB)**

Student representative Olivia Kent-Horton shared information on events and advocacy the EAP is sponsoring and planning:

- The Ice Cream Social was a big success; they served 380 students in four hours
- The Fall Involvement Fair had 360 students attend
- Spooktacular will be on Thursday, October 31 in the ARC, and will include snacks, prizes, a magician, a move and more
- EAB is preparing voter education resources and activities to help students to be engaged over the weeks leading up to the election
- Kodiak cave is offering comfort kits for students to practice self-care during the election season

- **Cascadia Community College Federation of Teachers**

See Dave Shapiro’s board report in the packet.

- **Cascadia Classified Union Washington Public Employees Association**  
Ryan Higgins presented a slide deck discussing the WPEA UFCW Local 365 Collective Bargaining Agreement:
  - WPEA represents 5,000 state employees
  - Cascadia classified employees negotiate with a coalition of 13 community colleges
  - What is the Collect Bargaining Agreement
  - This year 91% of members voted no
  - Why? Compensation
  
- **Board Chair and Individual Board Members**
  - **Vice Chair Ponto** attended the NSD meeting on Monday and appreciated the updated notes that were provided. She also attended the Trustee Tuesday Meeting.
  - **Trustee Lee** attended the LWSD board meeting.
  - **Chair Hinojos** about her work with many students and hears so much positive feedback about their experiences here at Cascadia.
  
  - **President**
    - Dr. Eric Murray was at the Bothell City Council meeting last night; it was his first address of the State of the College this Fall. It went very well, Cascadia has a good relationship with Bothell City Council. Dr. Murray will be doing more presentations in the next few months.
    - UWB and Cascadia are hosting the National LGBTQ Conference this week; our campus is shining.
    - Please register for the Foundation's Scholarship Celebration this month; your attendance would be appreciated.

**9. OTHER BUSINESS/ANNOUNCEMENTS**

No other announcements.

**10. MEETING ADJOURNMENT**

Chair Hinojos adjourned the meeting at 6:02pm.

**11. Minutes Approved and Adopted on, November 20, 2024.**

\_\_\_\_\_  
Angie Hinojos, Board Chair

Attest:

\_\_\_\_\_  
Dr. Eric Murray, President  
Bdminutes 10/16/2024



**Addendum A**

<b>Board of Trustees Meeting Attendance</b>	<b>Present</b>
Eric Murray, President	X
Angie Hinojos, Chair	X
Colleen Ponto, Vice Chair	X
Alex Lee, Trustee	X
Meghan Quint, Trustee	X
Ellen Evans, AAG	X
Erin Blakeney	X
Kerry Levett	X
Chari Davenport	X
Sean Poellnitz	X
David Shapiro	X
Ryan Higgins	X
Olivia Kent-Horton	X
Thais Lima	X
Susan Thomas	X
Brittany Caldwell	X
Mark Collins	X
Michael Horn	X
Laura Heddal	X
Meagan Walker	X
Tonio Shimono	X
Shawna Pitts	X
Kelly Snyder	X
Soraya Cardenas	X
Victor Begay	X
Yukari Zednick	X
Shandy Stomieroski	X
Molika Ny	X
Leila De Folo	X
Taylan Allison	X
Teya Viola	X

Shannon Bath	X
Erik Tingelstad	X
Tasha Vice	X
Becky Riopel	X
Jason Rue	X
Ana Nina	X
Steve Kroeger	X
Jamie Rocco	X
Gordon Dutrisac	X
Chantal Carrando	X
Zuzana Regan	X
Elizabeth Merrit	X
Judy L.	X

DRAFT

**Addendum B**

October Finance Report PowerPoint to follow

DRAFT

CASCADIA  
COLLEGE

ADMINISTRATIVE SERVICES

# October Finance Report

As of Oct 11, 2024

---

[www.cascadia.edu](http://www.cascadia.edu)

# October Finance Report

## CASCADIA COLLEGE PROJECTED 24-25 BUDGET

GENERAL OPERATIONS	23-24 FINAL (Final 2024)	24-25 PROJECTED (a/o June 2024)	24-25 PROJECTED (a/o October 2024)
<b>Revenue</b>			
State Allocation	16,073,266	16,625,666	16,774,851
State Allocation Error			(400,000)
Tuition	11,218,685	12,902,496	12,253,636
Fee & Other Income	622,044	510,000	663,014
Reserve R&R-State	103,537	-	-
Operating Drawdown	1,231,801	1,000,000	1,100,000
<b>TOTAL</b>	<b>29,249,333</b>	<b>31,038,162</b>	<b>30,391,501</b>
<b>Expenses</b>			
Salaries & Benefits	21,267,486	23,079,284	23,079,284
Est Vacancy Savings	\$ -	(500,000)	\$ (1,064,018)
Goods & Services	7,657,273	8,030,240	8,030,240
Other		-	
Innov+FA Fee+S&A	324,574	301,577	318,000
<b>TOTAL</b>	<b>29,249,333</b>	<b>30,911,101</b>	<b>30,363,506</b>
<b>GRAND TOTALS</b>			
Revenue	29,249,333	31,038,162	30,391,501
Expenses	29,249,333	30,911,101	30,363,506
<b>NET</b>	<b>(0)</b>	<b>127,061</b>	<b>27,995</b>



# October Finance Report

## RESERVES

<b>1</b>	<b>Available Reserves a/o Nov 2023</b>	
1A	Local Funds	\$10,127,000
1B	Bonds (available 9/24)	\$1,255,000
1C	Bonds (available 2025)	\$2,550,000
1D	Bonds (available 2026)	\$2,550,000
1E	LGIP	\$2,168,407
		\$18,650,407

<b>2</b>	<b>23-24 Expected Drawdown</b>	
2A	Repair & replacement	\$1,088,921
2B	Operational Deficit	\$1,231,801
		\$2,320,722

<b>3</b>	<b>24-25 Desired Reserve Expenditures</b>	
3A	Repair & Replacement	\$1,084,000
3B	Operational Deficit	\$1,100,000
3C	FEMA Grant	-\$455,000
		\$1,729,000

### SUMMARY

\$ 18,650,407	Available
\$ 2,320,722	23-24
\$ 1,729,000	24-25
\$ 14,600,685	TOTAL

### Reserve Best Practices:

Statewide average Reserve to Expense	Board Policy Minimum = 12%	Current Cascadia Projection:
\$7.59M	\$3.64M	\$14.6M

