

**Minutes Regular Meeting
Cascadia College Board of Trustees
September 18, 2024**

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

BOARD OF TRUSTEES

Present: Angie Hinojos, Chair; Dr. Colleen Ponto, Vice Chair; Meghan Quint (excused); 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 4:05pm

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. No Abstentions.

There was a request to add an Action Item: Resolution for the SFS Team. This was approved.

3. PUBLIC COMMENTS

There were no public comments

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS

New Employees

- Jozlyn Pelk, IT Support Tech 1
- Doug Blevins, Part-Time Academic Advisor (absent)
- Erin Hitzemann, Part-Time Academic Advisor (absent)
- Chika Risteen, Payroll Coordinator
- Veronica Corral, Director of Enrollment Management
- Tasha Vice, Dean for Student Learning - Transitional Studies

Promotions/Changed Positions

- Steve Kroeger, Program Manager – Audit & Compliance
- “Bong” Luzviminda Mangaser, Design Manager

5. INFORMATION ITEMS

- **Risk Register Review**

The Trustees are required to be informed annually of the college’s assessment of high priority risks. Sean Poellnitz presented the ERM Policy review. In this year’s assessment submitted to the DES on September 1, 2024, there were no escalated issues of immediate concern.

- **Policy Homework Review**

Dr. Murray discussed the policy review process, which is broken up into three equal parts whereby the Board reviews and approves the viability of 1/3 of the Board Policies each year. The assignment is given every September with a due date of the November Board Meeting. This year, the Board is asked to review Articles 4-7. Instructions and a worksheet will be sent after the Board meeting.

- **Accountability Audit Review**

Dr. Murray discussed the routine audit the College went through in Spring of 2024. This audit is an Accountability Audit, which is an audit of its financial practices. This audit does not look at numbers; it reviews how the College conducts its business and if it follows best practice. The State Auditor’s Office conducted the review. There were no material findings nor recommended corrective action items. See the Accountability Audit Report in the Packet for details.

- **Artificial Intelligence Workshop Summaries**

The Trustees asked for a report on the impact of Artificial Intelligence. Dr. Murray wrote up three synopses on presentations by SBCTC, WACTC and Northshore School District.

- **Civil Rights Review Summary**

The Trustees are to be informed of all audit reports. Chari Davenport discussed the audit we went through in Spring 2024; it’s been 10 years since the last. We were considered one of the top two schools in CTC System that the evaluator described as a “strong workplace”.

6. DISCUSSION ITEMS

- **Faculty Focus**

Dr. Soraya Cardenas was not able to make it today, and that portion of our discussion will be postponed.

- **Mission Fulfillment – Institutional Effectiveness Annual Report 2024**

This month we are providing a summary report on our strategic and operational work to evaluation through public and internal discussion, our progress including success and opportunities for growth and investment. The report includes select initiative snapshots.

Dr. Kerry Levett reviewed this report with employees on Monday, and received great feedback. She is looking forward to hearing from employees in the spring. A big thank you to Michael Horne for all his work on this. Our success stories are going to translate to the community and to the website

- **Mental Health and Basic Needs**

Erin Blakeney presented a slideshow giving an overview of the resources and services available to support students' mental health at Cascadia.

Cascadia Student Success Services has partnered with several organizations and agencies to offer a comprehensive set of services to support both mental health and basic needs.

The presentation gave an overview of current services offered and next steps:

- Counseling Services (partnering with UWB Counseling Services)
- Basic Needs Navigator (supported by WA state legislature/SBCTC)
- Supporting Students Experiencing Homelessness Grant (supported by SBCTC)
- Benefits Hub Emergency Funds (Supported by United Way of King County and Cascadia College Foundation)
- Kodiak Cave Food Resource Center (Supported by Cascadia Services & Activities Fees) -this is for all students, not just financial aid students.

- **Equity and Inclusion - Year in Review**

Chari Davenport presented on Equity & Inclusion's 2023-24; see presentation in Packet for more information.

- The Diversity and Equity Center, as well as Center Outside the Walls have grown tremendously. We provided movies, social events, speakers and interactive workshops.
- At the Taste of Spring we served over 120 students
- We provided a screening of Crip Camp; one of the most impactful and popular events in the center in 2024
- Cascadia Scholars: we had 81 scholars last year, and are at 86 scholars so far this year
- Foundations of E&I is gaining popularity; we are now running 2 internal and 3 external community courses
- The Student of Color Conferences had over 800 students participate from 5 schools and service districts.

- **Year in Review for Communications:**

Meagan Walker presented the Marketing & Communications slideshow sharing their process of marketing efforts and process, including Our Brand Reputation and Marcom's Enrollment Goals. See slideshow in packet for detailed information.

- Our Process is well defined:
 - Use brand as anchor
 - Establish enrollment goals
 - Identify audience based on profiles
 - Select platforms
 - Place ad buy
 - Monitor metrics

Marketing & Communications is an integral part of the whole process of enrollment increase, along with enrollment services, equity and inclusion, and student learning.

7. RECOMMENDED ACTION ITEMS

- **BOT Chair and Vice Chair Appointments**
A new Board Chair and Vice Chair must be determined each September. Their duties begin after the conclusion of the September meeting.

The Board recommends that Trustee Angie Hinojos will remain the 2024-25 Chair of the board, and Trustee Colleen Ponto will remain the 2024-25 Vice Chair of the Board.

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

- **2024-25 Sub-Committee Membership & School District Liaisons**
New sub-committee members and school board assignments must be determined each September. These duties begin after the conclusion of the September meeting.

The Board recommends that:

- Trustee Lee and Trustee Ponto serve on the Finance Sub-Committee.

The Board recommends that:

- Vice Chair Ponto represents at Northshore School District.
- Chair Hinojos represents at Riverview School District.
- Trustee Lee represents at Lake Washington School District

8. OTHER REPORTS

- **Cascadia Events & Advocacy Board (EAB)**
Student representative Olivia Kent-Horton shared information on upcoming events the EAP is sponsoring and planning
 - The popular Ice Cream Social will be held on the first day of school
 - CEPs will be tabling the first two weeks of school, offering coffee and tea
 - The Fall Involvement Fair is happening soon
- **Cascadia Community College Federation of Teachers**

David Shapiro provided a handout, but needed to leave early.

- **Cascadia Classified Union Washington Public Employees Association**
Ryan Higgins stated there are no updates at this time.
- **Board Chair and Individual Board Members**
 - **Trustee Lee** met with the bond manager and will follow up with her soon.
 - **President**
 - Dr. Eric Murray commented on the great civil rights and accountability audit outcomes
 - School district notes will be in folders tomorrow
 - Over the next couple of months Eric will be attending city council and school board meetings presenting The State of the College slideshow
 - The Trustees conference is in Seatac this fall. Let us know if anyone is interested and we'll help you get registered.
 - The Foundation Scholarship Reception is on Oct 30th; this is a gathering to celebrate donors and recipients and we'd be thrilled to have you join us. We'll get invitations out to you.
 - The Legislature/OFM over awarded Community and Tech colleges this last year due to an error in the funding. So far they are not asking colleges to pay back the 28M, but they intend to. Ours translates to 400k. We entered this fiscal year with 1M deficit and 1M drawdown. We probably won't need the 1M drawdown due to enrollment gains. We can afford to pay 400k check without affecting the college. Eric will bring this back to Trustees if this payback is requested.

9. OTHER BUSINESS/ANNOUNCEMENTS

No other announcements.

10. MEETING ADJOURNMENT

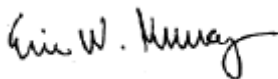
Chair Hinojos adjourned the meeting at 5:37pm.

11. Minutes Approved and Adopted on, October 16, 2024.



Angie Hinojos, Board Chair

Attest:



Dr. Eric Murray, President
Bdminutes 09/18/2024

Addendum A

Board of Trustees Meeting Attendance	Present
Eric Murray, President	X
Angie Hinojos, Chair	X
Colleen Ponto, Vice Chair	X
Alex Lee, 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
Meagan Walker	X
Veronica Corral	X
Michael Horn	X
Laura Heddal	X
Jozlyn Pelk	X
Tonio Shimono	X
Shawna Pitts	X
Deann Holliday	X
Brett Steiner	X
Martin Nunez	X
Kelly Leahy	X
Maia Wood	X
Chika Risteen	X
Melissa Stoner	X
Teya Viola	X
Kristina Young	X
Erik Tingelstad	X
Tasha Vice	X

Becky Riopel	X
Jason Rue	X
Ana Nina	X
Steve Kroeger	X
Ifrah Mohamed	X
Gordon Dutrisac	X
Chantal Carrando	X
Zuzana Regan	X