BOARD MEMBERS PRESENT

Mr. Roy Wilkinson, Ms. Kirstin Haugen, Ms. Janet McDaniel

STAFF PRESENT

Dr. Eric Murray, Ms. Dede Gonzales, Dr. Sunny Burns, Mr. Terence Hsiao, and Ms. Meagan Walker

Assistant Attorney General

Mr. Alan Smith

Student Representative

Ms. Luda Putrya

CCCFT Representative

Mr. David Shapiro

WPEA Representative

No representative attended.

Guests

Ron Wheadon, Kathy Biagi, Walter Hudsick, Rebecca Hastings, Sharon Waymire, Jane Richie

CALL TO ORDER

Board Chair Roy Wilkinson called the Regular Board Meeting to order at 4:05 PM.

ACCEPTANCE OF AGENDA

Ms. Kirstin Haugen moved and Ms. Janet McDaniel seconded the motion to accept the agenda as presented. The motion passed unanimously (3-0).
APPROVAL OF MINUTES

Ms. Janet McDaniel moved and Ms. Kirstin Haugen seconded the motion to approve the December 12, 2012 Meeting minutes as submitted. The motion passed unanimously (3-0).

PUBLIC COMMENTS

There were no public comments.

INTRODUCTION OF NEW EMPLOYEES

Ms. Jane Richie, Fiscal Analyst 1 was introduced to the Board by Sharon Waymire, the Director of Finance. The Board welcomed Jane.

INFORMATION ITEMS

1. Enrolment Report, Final Fall and Preliminary Winter Quarter

Dr. Murray stated that for fall quarter we were 2% below our anticipated enrollment; and that the mix between full and part-time is off which means less income. However winter quarter we are at 102% which is great news. Mix again is off, but we are in a good place. And although we are not in the best place financially, we are serving students which is our goal! He reviewed the most up-to-date report dated 1-15-13.

2. Foundation Audit Update

Ms. Rebecca Hastings, Executive Director of the College Foundation reviewed the highlights of the Audit performed by Jones and Associates. She stated that financial growth is moving in the right direction, and reported that expenses are higher this year due to a number of events being held to cultivate donors. She shared a brief review of asset analysis, a comparison of expenses to revenues, revenue analysis, and expense analysis. The Comments received were a "clean" audit, no material weaknesses or significant deficiencies noted. The Board thanked Rebecca for her leadership with the Foundation.

3. Student Activities Center (SAC) Fee Update

Mr. Terence Hsiao, Vice President for Administration Services gave an update on the Student Activities Center fee. The fee is $100.00 per full-time student, per quarter. The MOU has been finalized and will be going to the UW Regents in February; once approved, design and then construction will begin. The project will take approximately 16 months, with an opening Fall of 2015, located south of the North Creek Events Center. Fees will begin once the building is completed. Dr. Murray asked CSG President
Ms. Putrya if she wanted to add anything; she stated that the students have worked hard to make the Students Activities Center a reality.

DISCUSSION ITEMS

1. Professional Technical Programs

Dr. Sunny Burns briefly highlighted the document included in the packet. She spoke to Web Design, Environmental Technology Sustainable Practices (ETSP) and Network Infrastructure Technical Degree Programs and the four new student pathways added just his year. She further provided annotated charts which shows our professional technical student profiles regarding age, ethnicity, working status and prior educational breakdown for students in the program. She and Dean Ron Wheadon spoke to our stackable certificates which assist students with educational pathways. VP Burns spoke to a Water Quality Program, working with Brightwater, which will begin spring quarter; the program has been approved by the State, and has total business buy-in and Brightwater will be recruiting students for the program.

Dr. Murray thanked Dean Wheadon for his dedication to these programs and his support of the students.

RECOMMENDED ACTION ITEMS

1. Treasurer Appointment

Dr. Murray and Vice President Hsiao briefed the Board of RCW 28B.50.142 which stipulates "Each board of trustees shall appoint a treasurer who shall be the financial officer of the board and who shall hold office during the pleasure of the board. Each treasurer . . . shall give bond for the faithful performance of the duties of his or her office in such amount as the trustees require."

After a brief discussion it was agreed that this was good practice and a recommendation for approval should be stated.

Ms. Janet McDaniel moved and Ms. Kirstin Haugen seconded the motion to approve the Vice President of Administrative Services be designated as its treasurer in accordance with RCW 28B.50.142. The motion passed unanimously (3-0).

2. Core Theme Definitions and Objectives

Dr. Murray again updated the Board on the current work done to fulfill the accreditation requirements. He reminded the board that they reviewed the document in December as a first read and further stated that the two core theme teams have worked diligently on indicators which will be the main framework for our strategic plan, and for setting out
budget for the next year. The indicators will be available for everyone to view on our web site in March.

**Ms. Kirstin Haugen moved and Ms. Janet McDaniel seconded the motion to approve the Core Theme Definitions and Objectives as submitted. The motion passed unanimously (3-0).**

**REPORTS**

**Student Report**

Luda Putrya had nothing new to add to her report other than to thank the Board for giving her this opportunity to sit at the table.

**Cascadia Community College Federation of Teachers (CCCFT) Report**

Mr. David Shapiro has nothing to add to his report.

**Washington Public Employees Association [WPEA] Report**

No report was submitted this month.

**Chair and Individual Board Member Reports**

Trustee Haugen and McDaniel gave a brief report on the Joint Board Meeting held last night. They stated that it was a great meeting; a smaller group than anticipated but going with a large circle it was more conducive to good conversation. The information shared by the school boards was informative and good information for us.

Dr. Murray than stated that the principals luncheon held today was informative as well – more operational in content, great ideas – one of which was for us to reach out to the lower grade students. It also validated our messages we are already moving on. They suggested that we bring students to the open houses; students can relate to students their own age.

Both meetings were valuable – those attending were engaged honest in their input and thoughtful.

**President’s Report**

Dr. Murray shared the Green Tour brochure which shares facts and photos on our new LEED Platinum Building.

He further distributed a copy of our Pluralism Card. He stated that the executive team and CPSJ members have been distributing the cards individually to all employees. The
cards look like the banner hanging in the stairwell if you haven’t yet seen it. We are also holding a brown bag series to continue to raise awareness.

Dr. Murray reminded their scheduled Board of their February 11, 2013 Retreat. We will check in with Dr. Miller to see if she is still available to host the meeting.

Dr. Murray further discussed a request to move the start time for the March 4, 2013 Executive Session – new start time 3 PM. The Board members present, as well as Mr. David Shapiro stated they could make it work. Dede will speak to the other two Trustees and to Dr. Bansenauer to see if it works with their schedules.

Dr. Murray thanked Dede for her work in arranging everything for both of the school district meetings. As stated earlier, they were very successful.

One additional reminder – the Joint Legislative Reception (with the 5-star consortium colleges) scheduled for Wednesday evening 5:30 PM in Olympia. Both Trustee Haugen and McDaniel will attend.

OTHER BUSINESS

There was no additional business.

ADJOURNMENT

The meeting adjourned at 4:45 PM.

Approved and Adopted on February 20, 2013

________________________________________
Mr. Roy Wilkinson, Board Chair

Attest:

________________________________________
Dr. Eric Murray, President

Bdminutes011613