

**Minutes  
Regular Meeting  
Cascadia College Board of Trustees  
March 14, 2018**

**Cascadia College  
18345 Campus Way N.E.  
Bothell, WA 98011**

**BOARD OF TRUSTEES**

Chair Janet McDaniel, Vice Chair Dr. Julie Miller, Mike Kelly, and Nancee Hofmeister present.  
Roy Captain absent.

**EXECUTIVE STAFF**

Terence Hsiao, Martin Logan, Dr. Eric Murray, Vicki Newton, Dr. Rosemary Sutton, and Meagan Walker present.

Alan Smith (AAG) present.

**AREA REPRESENTATIVES**

CCCFT Representative – David Shapiro present through Executive Session, absent for the rest of the meeting.

Student Representative – Cassie Rudolph, CSG President present.

WPEA Representative – Marah Selves present.

**AUDIENCE**

Erin Blakeney, Gordon Dutrisac, Dr. Todd Lundberg, and Becky Riopel present.

**EXECUTIVE SESSION**

**The Board began the meeting with a 1 hour, 15 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 like 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 procedures 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.

**CONVENED TO PUBLIC SESSION AT 5:15 P.M.**

**1. CALL TO ORDER**

Chair Janet McDaniel called the meeting to order at 5:15 p.m.

## 2. CONSENT AGENDA

Chair Janet McDaniel asked for approval of the consent agenda. Vice Chair Dr. Julie Miller made a motion to approve the consent agenda and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the consent agenda was approved.

## 3. PUBLIC COMMENTS

There were no public comments.

## 4. INTRODUCTION OF NEW EMPLOYEES

No new employees this month.

## 5. REPORT (moved earlier in agenda so faculty member can go teach)

Cascadia Community College Federation of Teachers (CCCFT)

David Shapiro was present for the Executive Session but had to leave to go teach and was not available for the rest of the meeting. No additional information was presented.

## 6. INFORMATION ITEMS

Protocols for the College President's Absence

President Murray presented the Protocols for the College President's Absence. The protocols have been reviewed by the executive team and were submitted to the board for adoption. Barring any changes, these protocols will take effect immediately and clearly outline the chain of command, communication procedures, and point of contact.

A copy of the Protocols for the College President's Absence can be made available upon request.

**Chair Janet McDaniel asked for a motion to adopt the Protocols for the College President's absence. Trustee Mike Kelly made a motion to adopt the Protocols for the College President's Absence and Chair Janet McDaniel seconded the motion. Hearing no objections the Protocols for the College President's Absence were adopted by the Board of Trustees.**

Veteran's Program Update

Dean Erin Blakeney began the presentation on the Veteran's Program and introduced Gordon Dutrisac, Director of Student Advising & Support Services, who assisted in the presentation.

Cascadia has 137 Veterans and dependents enrolled for winter 2018 and 76 students are using VA benefits and waivers.

The Veteran's Services Team consists of the following areas/staff members:

- **Military/Veterans tuition discounts/waivers:** Kodiak Corner Front Counter
- **Veterans Educational/Active Duty Benefits:** Duane Sharpe & Natalie Gonzalez
- **Academic Advising:** Duane Sharpe (Veteran of the US Navy)
- **Disability Support Services:** Catherine Calhoun
- **Mental Health Counseling:** UWB Counseling Services
- **Veterans Navigator:** John Young (Veteran of the US Army)
- **Workforce Education Assistance:** Erin Pankow

- **Veterans Services Lead:** Gordon Dutrisac

A copy of Mr. Dutrisac's PowerPoint presentation can be made available upon request.

## **7. DISCUSSION/PRESENTATION ITEMS**

### Budget Workshop

Terence Hsiao, VP of Administrative Services, gave the Board an overview of the college's business model and budget outlook for the proposed 18-19 budget.

Mr. Hsiao presented on key revenue questions, how much of the change in revenue is based on tuition rate changes, funding formula changes, what is attributable to enrollment changes, how do projected enrollment changes compare to trends and history, are enrollment plans consistent with our mission, is there a clear rationale for enrollment changes off trend, and budget analysis basics.

The Board asked for additional budget information to be presented at the April 18<sup>th</sup> Board meeting.

A copy of Mr. Hsiao's PowerPoint presentation can be made available upon request.

### College Priorities

President Murray shared the college priorities with the Board.

Since the summer of 2017, the college leadership has been working to prioritize a multitude of campus projects. Many of these campus projects are mandated by the state. Some are projects started over the last few years that need to be pushed to completion, and others are important to student and employee welfare. Because leadership recognized that each of these priorities is time-consuming and adds additional workload to already full schedules, the executive team has worked with the extended leadership team of deans and directors to conduct task and workload analyses. This has resulted in timelines for each project that can be modified so as no single department or employee is overwhelmed. Conclusion: plates are very full.

A copy of President Murray's college priorities information can be made available upon request.

## **8. RECOMMENDED ACTION ITEMS**

### Change in Values Language (1<sup>st</sup> Read)

College, state, and national level work surrounding issues of [diversity, equity and inclusion] use vocabulary that changes as new perspectives are explored. Cascadia has long adopted the words "pluralism" and "cultural richness" to explain the values important to the college community.

Recently, the executive team floated the idea with all campus employees that we modify our language to be consistent with national trends. The words "diversity", "equity", and "inclusion" are now the most commonly understood words used to demonstrate a commitment to social justice issues, including examining and reducing achievement gaps. The campus, as a whole, provided no concerns to the executive team about the adoption of these words to describe our commitment and work.

The executive team therefore recommends to the Board that we adopt this language as consistently as possible. This means changing our values statement and adopting these words into the strategic plan for the foreseeable future.

**Chair Janet McDaniel asked for a motion to approve the Change in Values Language. Trustee Nancee Hofmeister made a motion to approve the Change in Values Language and Vice Chair Dr. Julie Miller seconded the motion. Hearing no objections the Change in Values Language was approved by the Board of Trustees.**

#### Science Lab Maintenance Plan (1<sup>st</sup> Read)

The College's Science Lab Maintenance Plan aims at sustaining the level of support the College provides for students in STEM programs. The plan is based on an inventory of equipment across the labs and an assessment of the condition of the equipment. This plan provides for scheduled replacement of the models, simulations, and demonstrations that are part of day-to-day instruction as well as the lab equipment used by students. The schedule also provides for the maintenance and eventual replacement of major equipment such as autoclaves and freezers.

**Chair Janet McDaniel asked for a motion to approve the 18-23 Science Lab Maintenance Plan and 18-19 Budget. Trustee Hofmeister made a motion to approve the 18-23 Science Lab Maintenance Plan and 18-19 Budget and Chair Janet McDaniel seconded the motion. Hearing no objections the 18-23 Science Lab Maintenance Plan and 18-19 Budget was approved by the Board of Trustees.**

#### Restructure of the Current eLearning Fee (1<sup>st</sup> Read)

This item deferred to the April 18, 2018 BOT meeting.

## 9. REPORTS

Cascadia Student Government Report: CSG President Cassie Rudolph was present and updated the Board on student activities other than those noted in her report. With it being finals week everyone is extremely busy. The Textbook Accessibility Program is in its 3<sup>rd</sup> quarter and the stock is growing considerably especially in the Math and science textbooks which have the highest demand. Homeless Awareness Week was very successful and the students will be working on the Sexual Assault Week and Earth Week next quarter.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves was present and she had nothing else to report on WPEA activities.

Chair and Individual Board Members Reports: Nothing to report.

#### President's Report:

- The President shared two marketing pieces on the MOBAS and BASSP programs.
- As mentioned in his recent Friday letter the Running Start rate is increasing.
- Cascadia is leading 16 Biotech-Life Science Companies in developing their workforce in this area and received \$300,000 for this effort from the Legislature.
- Cascadia received the design money for our CC4 building and we will be working hard next year for the construction funding.
  - Our next building, CC5, has made the priority list as #13.
  - Foresees CC4 going online in 4 years and CC5 10 years after that.

- Working on the Revenue Research Project and will report on those efforts at the end of summer.

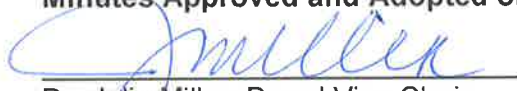
**10. OTHER BUSINESS/ANNOUNCEMENTS**

The Board was reminded that the Personal Financial Affairs Statement PDC Form F-1 is due Monday, April 16, 2018.

**ADJOURNMENT**

The Chair adjourned the regular meeting at 6:10 p.m.

**Minutes Approved and Adopted on April 18, 2018.**

  
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Dr. Julie Miller, Board Vice Chair

Attest:

  
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Dr. Eric Murray, President

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