

**Minutes  
Regular Meeting  
Cascadia College Board of Trustees  
April 18, 2018**

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

**BOARD OF TRUSTEES**

Vice Chair Dr. Julie Miller, Mike Kelly, Nancee Hofmeister, and Roy Captain present.  
Chair Janet McDaniel 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  
Student Representative – Cassie Rudolph, CSG President present.  
WPEA Representative – Marah Selves present.

**AUDIENCE**

Erin Blakeney, Glenn Colby, Elizabeth Englund, Dr. Todd Lundberg, Becky Riopel, and Dr. Erik Tingelstad present.

**EXECUTIVE SESSION**

**The Board began the meeting with a 45 minute Executive Session** to discuss number 2 and number 6 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 5:00 P.M.**

**1. CALL TO ORDER**

Vice Chair, Dr. Julie Miller called the meeting to order at 5:00 p.m.

**2. CONSENT AGENDA**

Vice Chair Dr. Julie Miller asked for approval of the consent agenda. Trustee Mike Kelly made a motion to approve the consent agenda and Trustee Roy Captain seconded the motion. Hearing no objections the consent agenda was approved.

**3. PUBLIC COMMENTS**

There were no public comments.

**4. EMPLOYEES**

The following new employee was introduced to the Board of trustees:

**Human Resources**

Elizabeth Englund, HR Generalist

The Board welcomed the new employee and wished them well in their position at the College.

There were no promotions announced by E-Team members.

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

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

David Shapiro was present and explained that his report can be moved back to the end of the agenda this quarter as the board meeting does not overlap with his class. He thanked Terence for the Salary/Benefit Scenario tool that the faculty are using.

**6. INFORMATION ITEMS**

There were no information items for this meeting.

**7. DISCUSSION/PRESENTATION ITEMS**

**Strategic Plan Deep Dive: Theme IV: Assessment Student Success 4C-2 Maintaining High Success Rates in Gatekeeper Courses**

Dr. Rosemary Sutton, VP of Student Learning & Success, gave the Board an overview of Theme IV: Assessment Student Success 4C-2 and noted the sub-theme: ensuring student learning; the goal: maintain high success rates in Gatekeeper courses; and the indicator: establish and meet benchmarks for student success rates in Gatekeeper courses for all student groups. Dr. Sutton explained that a Gatekeeper course is one with high enrollment, is an introductory course, and is a pre-requisite for subsequent courses. Gatekeeper courses are a critical concept in a guided pathways approach and she focused on 3 courses: Coll101, Eng101, and Math 151. She also commented on the importance of gate keeper classes for retention purposes and she reviewed pass rates by student groups.

A copy of Dr. Sutton's presentation can be made available upon request.

**Budget Workshop**

This item was not discussed/presented.

**Emergency Preparedness**

Terence Hsiao, VP of Administrative Services, Meagan Walker, VP of College Relations & Advancement and Martin Logan, Executive Director of Human Resources gave the Board an overview of Cascadia's Emergency Preparedness activities. Their presentation overview included personnel, infrastructure, training, crisis communications and improvements.

A copy of their presentation can be made available upon request.

#### Student Fees Overview

Terence Hsiao, VP of Administrative Services provided the Board an overview of all student fees and responded to questions the Board had on the fee structure. A chart was given to the Board listing all student fees by type, fee amount, total collections and authority.

### 8. RECOMMENDED ACTION ITEMS

#### Restructure of the eLearning Student Fee (2<sup>nd</sup> Read/Action)

Terence Hsiao, VP of Administrative Services and Dr. Rosemary Sutton, VP of Student Learning & Success gave the Board information on restructuring the eLearning student fee. The Board requested a review of student fees and this is the first student fee presented with a thorough review of the fee structure options, current fee structure, and fee structure alternatives. He gave the Board an eLearning fee option summary.

A discussion took place on which option would be best for Cascadia's students and it was agreed that Alternative #3 Revenue Neutral excluding web enhanced was the best alternative for the new eLearning fee. This option is online fees of \$35, hybrid fees of \$30, and web enhanced N/A.

**Vice Chair Dr. Julie Miller asked for a motion to approve Alternative #3 Revenue Neutral excluding web enhanced for the new eLearning student fee. Trustee Nancee Hofmeister made a motion to approve the new eLearning student fee and Trustee Roy Captain seconded the motion. Hearing no objections Alternative #3 Revenue Neutral excluding web enhanced was approved by the Board of Trustees for the new eLearning student fee.**

#### Eliminate Course Fees for MATH&131 and MATH&132 (1<sup>st</sup> Read/Action)

Dr. Rosemary Sutton, VP of Student Learning & Success recommended to the Board that the \$22 materials budget for Math for Elementary Education 1 and 2 (MATH&131 and MATH&132) be eliminated. The consumable items purchased for these two classes could be managed through the Student Learning supply budget which would have the added benefit of making these items accessible to other math instructors.

**Vice Chair Dr. Julie Miller asked for a motion to eliminate the \$22 materials budget course fee for MATH&131 and MATH&132. Trustee Hofmeister made a motion to eliminate the course fee for MATH&131 and MATH&132. Trustee Roy Captain seconded the motion. Hearing no objection the \$22 materials budget course fee for MATH&131 and MATH&132 was eliminated by the Board of Trustees.**

#### WAC Revisions – Chapter 132Z-276 – Access to Public Records (1<sup>st</sup> Read)

AAG, Alan Smith gave the Board an overview of the WAC revisions for the Access to Public Records. A public hearing on the proposed rules will be held at 1:30 p.m. on Friday, April 27<sup>th</sup>, in CC1-250 at the College and any comments from the Public Hearing will be brought back to the Board for their review before taking action on the WAC revisions.

### 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. She explained they are finding with the Textbooks Accessibility Program that students are making it clear

what they need and CSG will buy a few more textbooks to assist the program. Sexual Assault Awareness and Earth Week are coming up and students are excited for both events.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves was present and updated the Board on the CCCFT/WPEA Annual BBQ. The planning is happening in spring quarter to get better attendance for the event taking place in summer.

Chair and Individual Board Members Reports: Nothing to report.

President's Report:

- The SBCTC issued their final legislative issues and outcome report and he will forward the link to the Board so they can review the report.
- A shout out went to our AAG, Alan Smith for his stability through all his years at the college. It is greatly appreciated by the College!
- Updated Cascadia banners have been produced and will be delivered around the city so Cascadia stands out.
- The CESS shows good data that employee morale is very good at this time.
- Cascadia held a Biotech-Life Science Summit where 7 institutions of higher education presented their offerings to over 14 industry leaders. In turn, the industry leaders presented their workforce needs to the institutions. It was a very successful first step and the Board will be updated on these efforts as they continue.

**10. OTHER BUSINESS/ANNOUNCEMENTS**

The Board was reminded of the Honors & Leadership Ceremony to be held Thursday, May 24<sup>th</sup> from 7-9 in Mobius Hall.

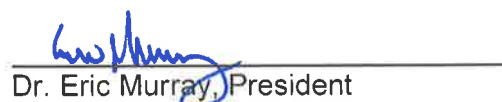
**ADJOURNMENT**

The Vice Chair adjourned the regular meeting at 6:30 p.m.

**Minutes Approved and Adopted on May 16, 2018.**

  
Janet McDaniel, Board Chair

Attest:

  
Dr. Eric Murray, President

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