

**Minutes
Regular Meeting
Cascadia College Board of Trustees
October 18, 2017**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

Terence Hsiao, Martin Logan, Dr. Eric Murray, Vicki Newton, Alan Smith (AAG), Dr. Rosemary Sutton, and Meagan Walker present.

AREA REPRESENTATIVES

CCCFT Representative – David Shapiro absent.

Student Representative – Cassie Rudolph, CSG President present.

WPEA Representative – Marah Selves absent.

SPECIAL GUESTS

Jennifer Phillips, City Manager for the City of Bothell and Kelly Snyder, Assistant Vice Chancellor, UWB were present.

AUDIENCE

Erica Almeda, Erin Blakeney, Glenn Colby, Mark Collins, Lyn Eisenhour, Kirk Heynen, Dr. Todd Lundberg, Becky Riopel, Cassie Rudolph, Shandy Stomieroski, Dr. Erik Tingelstad, and Jessica Weimer present.

1. EXECUTIVE SESSION

There was no Executive Session scheduled for this meeting.

CONVENED TO PUBLIC SESSION AT 4:00 P.M.

2. CALL TO ORDER

Chair Janet McDaniel called the meeting to order at 4:00 p.m.

3. CONSENT AGENDA

Chair Janet McDaniel 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.

4. PUBLIC COMMENTS

There were no public comments.

5. INTRODUCTION OF NEW EMPLOYEES/STUDENT LEADERS

The following new employees and student leaders were introduced to the Board:

Student Learning & Success

Erica Almeda, New Tenure Track Faculty, Adult Basic Education

Jessica Weimer, New Permanent Status Track Faculty, ELP

President Murray turned the introductions over to Student Life staff who introduced the following student leaders:

Community Engagement Officers (CEOs)

Gaby Rojas-Vasquez

Anna Block (graphic Designer) – absent

Christina (Yuxin) Zhang

Cascadia Activities Board (CAB)

Ellie Boone – Chair

Maddy Groth – Special Events – absent

Eric Espinoza – Social Issues – absent

Jessica Rizk – Health & Wellness

Grace (Yintong) Wang – Global Arts & Culture - absent

The Board members welcomed the new employees and the new student leaders and wished them well in their positions at Cascadia.

6. INFORMATION ITEMS

Corporate and Continuing Education Center Yearly Summary

President Murray updated the Board on the Corporate and Continuing Education Center – Eastside Program Performance. One handout provided CCEC Eastside enrollment by fiscal year, revenue by fiscal year and enrollment by program. A second handout provided enrollment duplicated headcount totals, a 5-year financial summary, 2017-2018 projected gross revenue and profit for Cascadia and LWTech, and Job Skills Program grants and grant administration.

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

Cascadia Community College Federation of Teachers (CCCFT)

Union President, David Shapiro submitted a report in the board packet earlier and was not present to give additional information to the Board.

8. DISCUSSION/PRESENTATION ITEMS

Strategic Plan Deep Dive: Completion Rates and Enrollment Update

Dr. Rosemary Sutton, VP of Student Learning & Success gave the Board an update on fall 2017 enrollment, retention, and graduation data. A copy of Dr. Sutton's presentation can be made available upon request.

Professional Development Update

Martin Logan, Executive Director of Human Resources gave the Board an update on Cascadia's Professional Development activities. Two annual calendars with professional development offerings were shared with the Board:

- 2016-2017 Annual Calendar for the last academic year
- 2017-2018 Annual Calendar for the new academic year

9. RECOMMENDED ACTION ITEMS

2018 Transforming Lives Nomination

Every year the ACT (Trustees Association) requests one student nomination from each college to attend the Transforming Lives Awards Dinner in Olympia during the ACT Winter Conference held in January.

The trustees were emailed the nomination of LaShanta Sealy prior to this meeting. The Board of Trustees approved and voted upon the nomination of LaShanta Sealy to represent Cascadia College at the Transforming Lives Awards Dinner on Monday, January 22, 2018 in Olympia.

Chair Janet McDaniel asked for a motion to approve the nomination of LaShanta Sealy for the Transforming Lives Award on behalf of Cascadia College. Trustee Nancee Hofmeister made a motion to approve the nomination and Trustee Roy Captain seconded the motion. Hearing no objections the nomination of LaShanta Sealy was approved.

Acceptance of Gift and Naming of Bock Center

For the first time in the College's history, we have an opportunity to accept a gift and name a facility after a long-standing benefactor. John and Margaret Bock established a scholarship endowment in 2007 with a gift of \$107,000; the first awards were distributed in 2008. Over the last 10 years Ms. Bock continued to make generous donations to the endowment. Upon her death last year, a portion of her estate was entrusted to Cascadia for the endowment.

In honor of the Bock's generosity, the college's executive team and the Foundation Board recommends to the Board that:

1. The college officially accept the 2017 bequest of \$570,000 bringing the value of the Bock endowment to \$885,000.

Chair Janet McDaniel asked for a motion to officially accept the 2017 Bock Bequest of \$570,000 on behalf of the Cascadia College Foundation. Trustee Mike Kelly made a motion to accept the gift and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the 2017 Bock Bequest of \$570,000 on behalf of the Cascadia College Foundation was accepted.

2. The college name the institution's learning center (currently located in CC2) as the John & Margaret Bock Learning Center, or simply the Bock Center.

President Murray reminded the Board that Policy BP8: 4.10 gives the Board authority to name such facilities, areas or events in honor of an individual, family, group, business, corporation etc. Dr. Murray suggested the Board approve a formal resolution on the naming the Bock Center at the November 15, 2017 board meeting. The trustees agreed and will take final action on the naming of the Bock Center at the next meeting via formal resolution.

Cascadia College Foundation Amended Articles

In July 2017, the Cascadia College Foundation Board of Directors completed a comprehensive legal review and restatement of its Articles of Incorporation. The changes did not alter the Foundation's purpose or mission. The agreement between the College and the Foundation prohibits the Foundation from changing its Articles without written consent of the College's Board of Trustees. The Trustees were asked to review the amendment and restatement to the Foundation's Articles of Incorporation.

Chair Janet McDaniel asked for a motion to accept the amended articles. Trustee Nancee Hofmeister made a motion to accept the Cascadia College Foundation Articles of Incorporation as presented and Trustee Roy Captain seconded the motion. Hearing no objections the Cascadia College Foundation Amended Articles were approved.

Strategic Plan Indicator 5A-1C – Master Plan Update

Meagan Walker, VP of College Relations and Advancement gave the Board an update on the Campus Master Plan approval schedule. The Campus Master Plan must be approved by the Bothell City Council, the University of Washington Regents, and the Cascadia College Board of Trustees.

Below is the proposed schedule to approve the Campus Master Plan:

Bothell City Council

October 3, 2017 - presentation
October 17, 2017 - public hearing
November 14, 2017 - potential adoption

Cascadia Board of Trustees Meetings

October 18, 2017 – action (1st read)
November 15, 2017 – discussion (2nd read)
January 17, 2017 – action (3rd touch) and final adoption

UW Board of Regents

October 12, 2017 - preliminary approval
January 17, 2017 - final adoptions

Ms. Walker recommended that the Board review the draft campus master plan in this meeting, have an open discussion in the November 15th board meeting, and take action and final adoption in the January 17, 2018 board meeting.

Special guests Jennifer Phillips, City Manager for the City of Bothell and Kelly Snyder, Assistant Vice Chancellor, UWB were present and along with Ms. Walker, they answered questions the Board members raised on the Campus Master Plan.

Ms. Walker also shared a draft 2017 Campus Master Plan – Partnering Commitments report with the Board which gave them more information on partner activities.

Title IX Procedure (2nd Read/Action)

Martin Logan, Executive Director of Human Resources shared with the Board that Title IX issues among local colleges and universities have become increasingly controversial and complicated.

Cascadia has a good foundation in place as far as employees with backgrounds and understanding in this area. The majority of Cascadia's Directors in Student Services as well as staff in the Human Resources Office have attended extensive training on Title IX.

The next step is to formalize Cascadia's procedure so the college can effectively coordinate its efforts as problems arise. Assistant Attorney General, Alan Smith worked closely with the college to finalize the procedure being presented to the Board at this time.

It is recommended that the Board of Trustees vote and approve the Title IX Procedure titled "Discrimination Complaint Procedure".

Chair Janet McDaniel asked for a motion to approve the Discrimination Complaint Procedure as presented. Trustee Roy Captain made a motion to approve the procedure and Trustee Mike Kelly seconded the motion. Hearing no objections the Title IX Procedure title "Discrimination Complaint Procedure" was approved.

10. REPORTS

Cascadia Student Government Report: CSG President Cassie Rudolph submitted a report that was included in the Board packet. Ms. Rudolph was present and commented to the Board that a few students were at the City Council Meeting testifying on behalf of the Campus Master Plan. She also shared that recently, the students held an involvement fair to get students connected to the different clubs on campus.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves noted in the Board packet that there was nothing to report this month on WPEA activities. Marah was not present at the meeting.

Chair and Individual Board Members Reports: No reports were given from the Chair, Vice Chair or trustees.

President's Report:

President Murray handed out a flyer announcing the Cascadia College/UW Bothell Ride Glide Drive Program to assist commuting to campus. Commuter services began operating the "Truly Express Shuttle Service" which will run from 7:00 am until 10:50 pm every Monday through Thursday. The schedule is posted on websites and students can download the live shuttle app to track the Truly Express. The campus parking spots are clearly labeled and a pay station has been installed.

President Murray handed out the Corporate & Continuing Education Center Business & Industry Solution Newsletter – Eastside Edition to give the Board more information on this valuable partnership.

President Murray shared an invitation from students to invite the Board to the Community & Technical College Student Legislative Networking Reception to be held on November 17, 2017 at 7:30 pm at the Hotel Red Lion in Olympia.

President Murray commented to the Board that he will be in Olympia more this legislative session to bring Statewide Legislative Requests to the attention of the legislators from Cascadia's districts.

11. OTHER BUSINESS/ANNOUNCEMENTS

President Murray thanked the outgoing chair, Mr. Mike Kelly for his year as Board Chair. Mr. Kelly stated it was his pleasure fulfilling this role and it felt very natural. He thanked the college for this honor and stated it was a rewarding experience.

President Murray and the Board congratulated Trustee and new Board Chair Ms. Janet McDaniel for her reappointment as a Cascadia College Trustee. It was announced that her new term will go through September 30, 2022.

President Murray reminded the Board that the November 15th Board meeting will be from 4-6 pm with the Cascadia College Foundation Bock Reception to follow from 6-7:30 pm. He hoped all Trustees would be able to attend the reception.

12. ADJOURNMENT


The Chair adjourned the regular meeting at 5:45 p.m.

Minutes Approved and Adopted on November 15, 2017



Ms. Janet McDaniel Board Chair

Attest:



Dr. Eric Murray, President

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