

**Minutes
Regular Meeting
Cascadia College Board of Trustees
September 20, 2017**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

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

AREA REPRESENTATIVES

CCCFT Representative – David Shapiro, Founding Tenured Faculty
Student Representative – Cassie Rudolph, CSG President
WPEA Representative – Marah Selves, Administrative Services Manager

AUDIENCE

Erin Blakeney, Lucia Castro, Glenn Colby, Brian Culver, Lyn Eisenhour, Dr. Azizeh Farajallah, Carlos Godinas, Haley Green, Joo Hye Kim, Dr. Todd Lundberg, Maria Martinez, Dr. Seraphine Shen-Miller, Rosa Pielie, Becky Riopel, Dr. Erik Tingelstad, Daniel Tran, Dr. Anne Tuominen, and Atlas Turner were 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 Mike Kelly called the meeting to order at 4:00 p.m.

3. CONSENT AGENDA

Chair Mike Kelly explained that he had to leave at 4:55 pm so he asked action items be voted upon before he had to leave and he asked Vice Chair Nancee Hofmeister to continue with the remainder of the meeting. Dr. Julie Miller made a motion to approve the consent agenda with the change noted and Janet McDaniel seconded the motion. Hearing no objections the consent agenda was approved.

4. PUBLIC COMMENTS

There were no public comments.

5. INTRODUCTION OF NEW EMPLOYEES/CSG

The following new employees and CSG officers were introduced to the Board:

Administrative Services

Daniel Tran, IT Technician 2

Student Learning & Success

Rosa Pielle, Office Assistant 3 – Basic Education for Adults
Dr. Anne Tuominen, eLearning Instructional Designer Senior
Dr. Azizeh Farajallah, New Tenure Track Faculty, Chemistry
Dr. Seraphine Shen-Miller, New Tenure Track Faculty, Psychology

At this time, President Murray asked the new CSG Officers to come forward and be sworn in:

Cascadia Student Government (CSG)

Cassie Rudolph – President
Maria Martinez – Vice President
Carlos Godinas – Director of Pluralism and Inclusion
Joo Hye Kim – Director of Budget & Finance
Lucia Castro – Director of Government Relations
Atlas Turner – Director of Health & Sustainability (new position)

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

6. INFORMATION ITEMS

2014-2015 Financial Statements Audit Report

Terence Hsiao, the VP of Administrative Services explained to the Board that the Washington State Auditor's Office (SAO) had completed its audit of the College's financial statements for 2014-2015 and issued a "clean audit" to Cascadia. Terence thanked the Finance Department staff for all their hard work in assisting with this audit and also let the Board know that the SAO have scheduled audits of the College's 2015-2016 and 2016-2017 financial statements in December 2018.

2016-2017 Operating Results

Terence Hsiao, the VP of Administrative Services explained to the Board for the fiscal year ending June 30, 2017 college operations generated total revenues of \$23,903,221 \$1,049,376 (5%) greater than budgeted. Expenses totaled \$22,750,464 \$642,217 (3%) more than budgeted. Net Revenue was \$1,152,757. Reserve expenditures totaled \$2,067,310. The College accordingly realized a loss of \$914,553 on \$23,903,221 in revenues, equivalent to 3.8% of revenues.

2016-2017 Capital Project Costs

Terence Hsiao, the VP of Administrative Services explained to the Board that during the 2016-2017 fiscal year the cost of three capital projects exceeded the funds allocated by the State, as a result, the College had to expend funds from local reserves to cover the cost of the projects. The trustees noted that they would appreciate being informed more frequently on cost overruns and it could be as simple as an email to update them.

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

Meagan Walker, the VP of College Relations and Advancement gave the Board an update on the Campus Master Plan approval schedule. The final report will be out at the end of this week and nothing has changed from the preliminary report to the final report. On October 3rd the report will be presented to the Bothell City Council, October 17th will be a Public Hearing and November 14th will be their potential adoption. Meagan proposed that at the October 18th Board meeting we devote time to review the plan then at the November 15th Board meeting

she can answer additional questions the Board may have on the plan and on January 17th the Board can do their final action/vote on the plan.

The UW Board of Regents will do their preliminary approval on October 12th and their final adoption on January 11th.

7. DISCUSSION/PRESENTATION ITEMS

2017-2018 Administrative Sabbatical Report

Erin Blakeney, Dean for Student Success Services, was approved for a sabbatical in summer quarter and she gave the Board a report on her sabbatical highlights. Dean Blakeney has been with Cascadia for 16 years and has been eligible for a sabbatical for a few years, and only now felt with the 4 outstanding Directors she has in her area that she could take a sabbatical. The highlights of Dean Blakeney's sabbatical follow:

- Reviewed and updated over 85 Student Success Services college policies & procedures
- Developed a crisis management protocol handbook:
 - Quick Reference Guide – Student Crisis Protocol was shared
- Researched Bias Incident Response Teams (BIRT) to prepare for potential incidents and support the campus community:
 - Bias-Incident Response Flow Chart was shared

Dean Blakeney thanked the Board for this sabbatical opportunity.

A copy of Dean Blakeney's PowerPoint presentation can be made available upon request.

NWCCU Accreditation Cycle and Strategic Plan Overview

The Board received a NWCCU Accreditation Cycle and Strategic Plan Overview from Dr. Rosemary Sutton, VP of Student Learning and Success.

Dr. Sutton shared the Accreditation Cycle Update, Strategic Plan Priorities from Themes 1-3, and the Strategic Plan Priorities for 2017-18.

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

Title IX Policy (1st Read)

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 process so the college can effectively coordinate its efforts as problems arise. Assistant Attorney General, Alan Smith has worked closely with the college to finalize the policy and procedure being presented to the Board at this time.

Trustee Roy Captain asked that a "track" changes copy of the policy be presented at next month's meeting.

The policy will be brought back to the Board as a 2nd read/action item at the October 18th board meeting.

8. RECOMMENDED ACTION ITEMS

2017-2018 Nomination of the Board of Trustees Chair and Vice Chair

Each September the Board nominates trustees for chair and vice chair. Once the nominations have been accepted, the Board elects the newly slated officers for the upcoming year and they start their term at the October board meeting.

Chair Mike Kelly announced that trustee Janet McDaniel will be the new Chair and trustee Dr. Julie Miller will be the new Vice Chair for 2017-2018.

Chair Mike Kelly asked for a motion to nominate trustee Janet McDaniel as Chair and trustee Dr. Julie Miller as Vice Chair for 2017-2018. Nancee Hofmeister made a motion to approve the nominations and trustee Roy Captain seconded the motion. Hearing no objections the nominations were approved and the new Chair and Vice Chair for 2017-2018 will be Janet McDaniel and Dr. Julie Miller.

2017-2018 Legislative Action Committee BOT Representative

Annually, the Association of College Trustees (ACT) requests each college submit their Legislative Action Committee BOT representative for the upcoming Legislative Session.

Chair Mike Kelly asked the trustees who would like to take on this assignment. Trustee Roy Captain agreed to be the 2017-2018 Legislative Action Committee BOT Representative.

Chair Mike Kelly asked for a motion to nominate trustee Roy Captain as the 2017-2018 Legislative Action Committee BOT Representative. Janet McDaniel made a motion to approve the nomination and trustee Nancee Hofmeister seconded the motion. Hearing no objections the nomination was approved and the 2017-2018 Legislative Action Committee BOT Representative will be trustee Roy Captain.

9. REPORTS

Cascadia Student Government Report: CSG President Cassie Rudolph was present and explained to the Board that the new CSG students were undertaking extensive training in their new roles. They have set goals for the year and will be connecting and expanding relations with International Students and have a number of projects to work on.

Cascadia Community College Federation of Teachers (CCCFT) Report: David Shapiro submitted a report that was included in the Board packet. David thanked the Human Resources staff for the hard work they did in getting faculty their new COLA's. David commented that faculty continue to be committed to equity and have voted on a new fairness model. David explained to the Board that he will be teaching Wednesday evenings and will need to leave the meetings before his report can be given. He respectfully asked if the chair would allow him to give his report earlier on the agenda before he has to leave to teach.

The Board agreed this was a reasonable request and the agenda will be reorganized so David can give his report earlier.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report:

Marah Selves submitted a report that was included in the Board packet. Marah was present at the meeting and did not have anything additional to share with the Board on WPEA's activities.

Chair and Individual Board Members Reports: No reports were given from the Vice Chair and individual Board members.

President's Report:

President Murray handed out a list of discussion items identified at the Board's August retreat that they requested be included in future meetings. The items were listed month by month so the Board knows when to expect the updates.

President Murray thanked Chair Mike Kelly (who had left the meeting by this time) for his continued support of the college and his numerous actions as board chair from the past year. Since Mike Kelly was not present to hear this thank you, trustee Dr. Julie Miller suggested President Murray thank Mike Kelly at the October board meeting.

President Murray noted that classes start next week and faculty are back this week doing their Opening Week activities.

10. OTHER BUSINESS/ANNOUNCEMENTS

11. ADJOURNMENT

The Vice Chair adjourned the regular meeting at 5:21 p.m.

Minutes Approved and Adopted on October 18, 2017



Mr. Mike Kelly, Board Chair

Attest:



Dr. Eric Murray, President

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