

**Minutes
Regular Meeting
Cascadia College Board of Trustees
February 21, 2018**

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

BOARD OF TRUSTEES

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

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 present.
Student Representative – Cassie Rudolph, CSG President present.
WPEA Representative – Marah Selves present.

AUDIENCE

Ana Benitez, Erin Blakeney, Judith Chalmers, Brian Culver, Lyn Eisenhour, Dr. Todd Lundberg, Dr. Erik Tingelstad, and Sharon Waymire present.

EXECUTIVE SESSION

There was no Executive Session scheduled for this meeting.

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

1. CALL TO ORDER

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

2. CONSENT AGENDA

Chair Janet McDaniel asked for approval of the consent agenda. Trustee Roy Captain 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

The following new employees were introduced to the Board of Trustees:

Student Learning and Success

Ana Benitez, Administrative Assistant 3, Student Learning Office

Administrative Services

Judith Chalmers, Fiscal Analyst 1, Finance Department

The Board welcomed the new employees and wished them well in their positions at the College.

5. 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 he shared information with the Board on the Janus v. AFSCM case, to be heard by the Supreme Court soon. Union members are following this case with great interest.

6. INFORMATION ITEMS

Enrollment Report Update

Dr. Rosemary Sutton, VP of Student Learning & Success gave the Board an overview of winter quarter enrollment. Overall FTE enrollment for winter is down slightly from one year ago. The largest declines are international students – in both ELP and academic classes. This is part of a nation-wide trend. However, we increased the number of student FTE's in Academic, Basic Skills, and Running Start.

Second Quarter Financial Update

Terence Hsiao, VP of Administrative Services updated the Board on the college's expenditures through December 31, 2017.

Diversity & Equity Summary

President Murray shared the revised Diversity & Equity Summary with the Board. Vice Chair Miller asked how the college was going to track and measure what is and is not working on all activities listed in the summary. President Murray explained that the Executive Team will have a discussion on how to measure the activities in the summary and will report back to the Board on that discussion.

Recommendations for 2018-2019 Faculty Sabbaticals

After reviewing all sabbatical proposals, the following 2018-19 Faculty Sabbaticals were recommended and approved by President Murray:

- David Bucci – Tenured Faculty, Senior 1 – English
 - Approved for 2018 Fall Quarter
- Dr. Chris Byrne – Founding Tenured Faculty, Senior 2 – Physics/Mathematics
 - Approved for 2018 Fall Quarter and 2019 Winter and Spring Quarters
- David Shapiro – Founding Tenured Faculty, Senior 2 – Philosophy
 - Approved for 2018 Fall Quarter and 2019 Winter Quarter
- Chris Gildow – Tenured Faculty – Art
 - Approved for 2019 Spring Quarter

7. DISCUSSION/PRESENTATION ITEMS

Strategic Plan Deep Dive: 1B-2: Increase the Percentage of ABE/ESL Students

Dr. Rosemary Sutton, VP of Student Learning & Success introduced Lyn Eisenhower, Associate Dean of Student Learning, who gave the Board an update on increasing our percentage of ABE/ESL students who transition to credit-bearing college courses to the SBCTC average.

Ms. Eisenhower updated the Board on the program also known as Basic Skills. This program includes ESL, ABE, GED Prep, and High School 21+. Students include non-native English speakers, adults in need of a high school credential, and students who test below

developmental English/Math. She reviewed enrollment, level gains, current data and strategies to increase transitions. The next steps for the program are culture of transition, in-house data tracking, partnerships, increasing “intrusive” advising and connect BEdA to Guided pathways work.

A copy of Ms. Eisenhower’s PowerPoint presentation can be made available upon request.

Debrief – ACT New Trustee Orientation

President Murray and Trustee Roy Captain attended the January 22nd ACT New Trustee Orientation held in Olympia. Trustee Captain gave the Board a brief overview on the training and the items he found most valuable as a new trustee.

Technology Accessibility

Terence Hsiao, VP of Administrative Services explained to the Board that due to the approved 2016 SBCTC Accessible Technology Policy, 3.20.30G, Cascadia established its Technology Accessibility Committee (TAC) in 2017. Mr. Hsiao introduced Brian Culver, Director of Information Services, who gave the Board an overview of the TAC committee’s plan and its implementation status. Mr. Culver explained why we have such a focus on technology accessibility. In March, 2016, the SBCTC approved the Accessible Technology Policy and in August 2016, the state OCIO issued Policy 188 setting minimum accessibility standards which included deadlines for colleges, for policies, procedures and for a coordinator.

Mr. Culver reviewed important dates with the Board. Campus wide training begins 7/2018 and needs to be completed by 7/2019. New Web pages created after 9/2019 will be AA accessible (all web pages AA accessible by 6/2023). Electronic document accessibility review starts with high priority documents in 6/2018, all other documents in 7/2019 and our goal is that all documents will be accessible by 6/2023.

A copy of Mr. Culver’s PowerPoint presentation can be made available upon request.

8. RECOMMENDED ACTION ITEMS

Technology and Facilities Renewal Plans (1st Read)

Terence Hsiao, VP of Administrative Services explained to the Board that the College provides for the maintenance of existing technology, furniture, fixtures and equipment by developing 5 year plans for replacement and upgrades. Replacements are funded from college reserves set aside for this purpose. This agenda item summarizes the 5 year plans for Technology and Facilities and requires approval by the Board.

Chair Janet McDaniel asked for a motion to approve the 2018-2019 Technology and Facilities Renewal Plans. Vice Chair Dr. Julie Miller made a motion to approve the renewal plans and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the 2018-2019 Technology and Facilities Renewal Plans were approved by the Board of Trustees.

New Test of English Foreign Language (TOEFL) Course with Course Fee (1st Read)

Dr. Rosemary Sutton, VP of Student Learning & Success reviewed a proposal with the Board where International Programs and ELP faculty developed a TOEFL preparation course that would be a 3-credit elective for Cascadia international students at ELP Level 6 and above. The pre-test and post-test costs \$45.95 per test or a total of \$91.90 (or \$92.00

rounded up). A \$92 fee would be added to this course. New student fees requires the approval by the Board.

Chair Janet McDaniel asked for a motion to approve the new TOEFL Course with the student fee of \$92. Trustee Hofmeister made a motion to approve the new TOEFL Course and Trustee Roy Captain seconded the motion. Hearing no objections the new TOEFL Course with a \$92.00 student fee was approved by the Board of Trustees.

Restructure of the Current eLearning Fee (1st Read)

It is the practice of the Board of Trustees to approve new or restructured student fees. Dr. Rosemary Sutton, VP of Student Learning & Success proposed that the current eLearning fee (currently \$45 per 5-credit class for online and hybrid classes) to \$13/5-credit course for all classes supported by a Learning Management System (LMS). The fee will not apply for ESL, ABE, EFUND, MFUND and variable credit courses. The Board asked for additional information and a second read of this item before taking action. This item will be added to the March 14th meeting agenda. **No action was taken on this item.**

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 stated the Veteran's blood drive went well and they had a Black History month activity that had good attendance.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves was present and explained to the Board that the WPEA had their membership meeting the week prior. She had nothing else to report on WPEA activities.

Chair and Individual Board Members Reports: Nothing to report.

President's Report:

Out of the 34 Presidents who usually attend WACTC and work on Legislative goals, 10 were absent. Out of the 24 present, 9 are interim President's; out of the remaining 15 - 6 or 7 have less than 2 years in their positions. The burden of the Legislative work fell on the 5 of tenured president's (which Dr. Murray is one).

Cascadia's CC4 design funds were included in the Capital Budget, however we are not sure if we will receive the construction funding in next year's legislative session due to the large number of construction projects already on the priority list.

The Board needs to be prepared for the full scope bargaining due to the recent bill passed by the Legislature. There potentially may be additional costs to compensate our faculty.

Cascadia is working collaboratively with UWB to make sure all campus messaging is devoted to the reassurance of protocol, shooter resources etc. I plan to drop in to campus areas on a regular basis to discuss what the area would do in the event of a shooter situation. The Safety Survey is being published on Friday.

The President shared his protocols paper in the event of his absence.

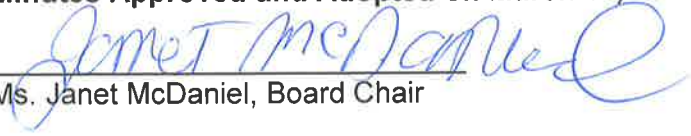
10. OTHER BUSINESS/ANNOUNCEMENTS

No other business was presented at this time.

ADJOURNMENT

The Chair adjourned the regular meeting at 5:33 p.m.

Minutes Approved and Adopted on March 14, 2018.



Ms. Janet McDaniel, Board Chair

Attest:



Dr. Eric Murray, President

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