

**Minutes
Regular Meeting
Cascadia College Board of Trustees
May 16, 2018**

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

BOARD OF TRUSTEES

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

AUDIENCE

Erin Blakeney, Cameron Carpenter, Dr. Soraya Cardenas-Conte, Brian Conte, Glenn Colby, David Dorratcague, Emily Dvorak, Nick Eddington, Lyn Eisenhour, Robyn Ferret, Carlos Godina, Laura Heddal, Joo Hye Kim, Dr. Todd Lundberg, Tracy Phutikanit, Becky Riopel, Antonio Shimono, Dr. Jeffrey Stephens, Dr. Erik Tingelstad, Atlas Turner, Rachel Webb, and Christina Zhang were present.

CONVENED TO PUBLIC SESSION AT 4:07 P.M.

1. CALL TO ORDER

Chair Janet McDaniel called the meeting to order at 4:07 p.m.

2. CONSENT AGENDA

Chair Janet McDaniel asked for approval to change agenda flow so folks attending could leave sooner. Trustee Dr. Julie Miler made a motion to approve the agenda change and Trustee Mike Kelly seconded the motion. Hearing no objections the agenda changes were approved.

3. PUBLIC COMMENTS

There were no public comments.

4. EMPLOYEES

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

Student Success

Rachel Webb, Customer Service Specialist 3 in Enrollment Services

Administrative Services

Cameron Carpenter, IT Tech. 2 in Information Services

Nick Eddington, IT Tech. 2 in Information Services

Antonio Shimono, IT Tech. 2 in Information Services

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

There were no promotions announced by E-Team members.

5. RECOMMENDED ACTION ITEMS

Resolutions to Recognize Cascadia Student Government (1st Read/Action)

The following individuals played a major role in the success of the Associated Students of Cascadia College and the Cascadia Student Government. In recognition of their accomplishments resolutions to acknowledge their contributions to Cascadia College and their leadership roles were signed and presented by the BOT's:

- Lucia Castro (Fall 2017 – Winter 2018) - absent
- Carlos Godina (Fall 2017 – Spring 2018) - present
- Joo Hye Kim (Fall 2017 – Spring 2018) - present
- Maria Martinez (Fall 2017 – Spring 2018) - absent
- Cassie Rudolph (Fall 2017 – Spring 2018) - present
- Atlas Turner (Fall 2017 – Spring 2018) - present
- Christina Zhang (Winter 2018 – Spring 2018) - present

Chair Janet McDaniel asked for a motion to approve Student Resolutions 05-16-18-01 through 05-16-18-07. Vice Chair Dr. Julie Miller made a motion to approve the student resolutions and Trustee Mike Kelly seconded the motion. Hearing no objections Student Resolutions 05-16-18-01 through 05-16-18-07 were approved by the Board of Trustees to acknowledge the students.

Tenure (2nd Read/Action)

Dr. Eric Murray, President of Cascadia College, presented to the Board **four** third year candidates being considered for tenure and **one** third year candidate being considered for permanent status. Tenure candidate's approvals follow:

1. Dr. Soraya Cardenas-Conte – Sociology
 - a) After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grant tenure to Dr. Soraya Cardenas-Conte of Cascadia College.

Chair Janet McDaniel made a motion to approve tenure for Dr. Soraya Cardenas-Conte. Vice Chair Dr. Julie Miller seconded the motion. Hearing no objections Dr. Soraya Cardenas-Conte was granted tenure status by the Board of Trustees.

A Tenure Resolution written by the Tenure Review Committee Chair and signed by the BOT's was read to Dr. Soraya Cardenas-Conte on her accomplishments to Cascadia College.

2. Ms. Emily Dvorak – English Language Program (ELP)
 - a) After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grant permanent status to Ms. Emily Dvorak of Cascadia College
 - *Note: Permanent Status is the same as Tenure in all but name. It follows the same process and has the same status upon completion. It is only called “Permanent Status” because the position is in ELP, which, as a self-supporting program rather than a state-supported one, is not permitted by statute to have Tenure.*

Chair Janet McDaniel made a motion to approve permanent status for Ms. Emily Dvorak. Trustee Mike Kelly seconded the motion. Hearing no objections Ms. Emily Dvorak was granted permanent status by the Board of Trustees.

A Permanent Status Resolution written by the Tenure Review Committee Chair and signed by the BOT's was read to Ms. Emily Dvorak on her accomplishments to Cascadia College.

3. Dr. Abigail Lynam – Sustainable Practices
 - a) After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grant tenure to Dr. Abigail Lynam of Cascadia College.

Chair Janet McDaniel asked for a motion to approve tenure for Dr. Abigail Lynam. Vice Chair Dr. Julie Miller made a motion to approve tenure status and Trustee Mike Kelly seconded the motion. Hearing no objections Dr. Abigail Lynam was granted tenure status by the Board of Trustees.

A Tenure Resolution was written by the Tenure Review Committee Chair and signed by the BOT's. The resolution was not presented to Dr. Abigail Lynam because she was not present at the meeting.

4. Dr. Jeffrey Stephens - Chemistry
 - a) After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grant tenure to Dr. Jeffrey Stephens of Cascadia College.

Chair Janet McDaniel made a motion to approve tenure for Dr. Jeffrey Stephens. Trustee Mike Kelly seconded the motion. Hearing no objections Dr. Jeffrey Stephens was granted tenure status by the Board of Trustees.

A Tenure Resolution written by the Tenure Review Committee Chair and signed by the BOT's was read to Dr. Jeffrey Stephens on his accomplishments to Cascadia College.

5. Ms. Debra Waddell - Communications
 - a) After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grant tenure to Ms. Debra Waddell of Cascadia College.

Chair Janet McDaniel asked for a motion to approve tenure for Ms. Debra Waddell. Vice Chair Dr. Julie Miller made a motion to approve tenure status and Trustee Mike Kelly seconded the motion. Hearing no objections Ms. Debra Waddell was granted tenure status by the Board of Trustees.

A Tenure Resolution was written by the Tenure Review Committee Chair and signed by the BOT's. The resolution was not presented to Ms. Waddell because she was not present at the meeting.

WAC Revisions – Chapter 132Z-276 – Access to Public Records (2nd Read/Action)

AAG, Alan Smith gave the Board an overview of the WAC revisions for the Access to Public Records. A public hearing was held at 1:30 p.m. on Friday, April 27th, in CC1-250 at the College and no additional comments from the Public Hearing were brought forward.

Chair Janet McDaniel made a motion to adopt/approve the WAC Revisions – Chapter 132Z-276 – Access to Public Records. Vice Chair Dr. Julie Miller seconded the motion. Hearing no objections the WAC Revisions – Chapter 132Z-276 – Access to Public Records were adopted/approved by the Board of Trustees.

6. INFORMATION ITEMS

Third Quarter Financial Update

It is the practice of the Board to review expenditures against the college's budget on a quarterly basis. Terence Hsaio, VP of Administrative Services reviewed the March 31, 2018 report with the Board.

2016 and 2017 Audited Financial Statements

Prior to 2013 the community colleges in the State of Washington did not issue individual financial statements, financial results were rolled up and audited at the State level. In 2012 the Northwest Accreditation Commission established a new standard for financial reporting that made the annual issuance of audited financial statements for each college an accreditation requirement. The College continues to comply with this accreditation requirement. Cascadia's financial statements for fiscal years 2016 and 2017 were audited by the State Auditor's Office and found to be in conformance with Government Auditing Standards. In the auditor's opinion the financial statements fairly reflect the financial position of the College as of the end of each fiscal year. The auditor's reports were given to the Board for their review. Terence Hsaio, VP of Administrative Services stated the Finance staff should be commended for their efforts in completing three audit reports this academic year.

Investment Analysis

Prior to 2014 the College invested its funds in the Local Government Investment Pool (LGIP) which is facilitated by the State of Washington. The LGIP has the advantage of being very liquid (funds can be accessed on demand without penalty), however, the returns on the LGIP were very low in 2014.

The Board of Trustees accordingly authorized Terence Hsaio, the VP of Administrative Services and Sharon Waymire, Finance Director to open an investment account and execute investment agreements and contracts through that account on behalf of the College. The goal was to enable the College to realize higher returns on its funds by investing in other low risk financial vehicles as authorized by law. This Board's action in 2014 resulted in a financial benefit of \$180,255 to the College through 2017.

7. DISCUSSION/PRESENTATION ITEMS

Strategic Plan Deep Dive: Theme 3: Learning Center Environment

Dr. Rosemary Sutton, VP of Student Learning & Success and Martin Logan, Executive Director of Human Services gave the Board an overview of Theme 3: Learning Center Environment: 3A-4 Recruiting & Supporting Faculty and Staff to Represent the Diversity of Student Body, Pluralism and Social Justice.

Mr. Logan reviewed the closing the loop breakout sessions held for staff on April 19, 2018 and reviewed the rationale relating to indicator 1: to increase the percentage of diverse faculty and staff. The rationale is to reduce the diversity gap between students and employees, identify role models for students of color and white students, and ensure fairness or equity in jobs. Mr. Logan reviewed data on area population demographics, faculty and staff for fall 2017, the percentage of employees self-reporting persons of color by employee type over time, and demographics on full-time faculty, part-time faculty and full-time staff.

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

MOBAS

Dr. Rosemary Sutton, VP of Student Learning & Success introduced Dr. Erik Tingelstad, Dean of Student Learning who updated the Board on the status of the development and implementation of the MOBAS – Information Technology – Application Development degree. The Board asked that the discussion continue at the June board meeting to give more analysis and discussion on how to proceed. The Board will look at current enrollment for fall quarter and decide on whether to open up the degree or delay it for one year.

Dr. Tingelstad reviewed the 2017-18 progress points of the degree, current challenges, and what is next referring to risk and/or considerations.

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

2018-2019 ASCC Budget (1st Read)

Joo Hye Kim, CSG Director of Budget & Finance, Cassie Rudolph, CSG President and Becky Riopel, Director of Student Life presented the 2018-2019 ASCC Budget request to the Board. They explained that the Services and Activities (S&A) Budget Committee facilitated an open process whereby student clubs and college departments could request funding for the 2018-19 academic year. The process included completing a detailed application and meeting with the S&A Budget Committee to present their requests. The projected S&A budget for the 2018-2019 academic year is \$628,310. Budget proposals totaled \$672,328.94, requiring \$44,018.94 be removed to meet the target budget. The S&A Budget Committee provided recommendations to the Cascadia Student Government regarding allocations. CSG provided the Board with a spreadsheet showing the requests and allocations. The Board had minor questions and will do a 2nd read/action in their June meeting.

2018-2019 College Operating Budget (1st Read)

Terence Hsiao, VP of Administrative Services presented the 2018-2019 College Operating Budget request to the Board. Mr. Hsiao reviewed the budget assumptions and detailed the proposed budget funds priorities identified through the budgeting process whereby all members of the college community have the opportunity to propose Action Plans that address areas of need. The Budget Proposal Committee evaluates and prioritizes the proposed Action Plans and the E-Team bases its budget recommendations on what it has

learned through the deliberations of the Budget Proposal Committee. Initiatives were recommended along with the Budget Council ranking and costs. The Board had minor questions and will do a 2nd read/action in their June meeting.

8. REPORTS

Cascadia Community College Federation of Teachers (CCCFT): David Shapiro was present and he explained the final bargaining session noted in his report for May 17th was moved to May 22nd. The amendments to the new CBA will be brought forth for Board approval at their June 13 meeting.

Cascadia Student Government Report: CSG President Cassie Rudolph was present and updated the Board on student activities. CEO/CAB/CSG held Kody's birthday event and it had huge attendance. A proclamation written by Dr. Murray was read at the event. Next week is the Spring Fest (CAB) and will be for two days for the first time – it is normally only held for one day. There will be an animal petting zoo, food and the Veteran's Center will have a dunk tank.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves was not present so no additional information was presented.

Chair and Individual Board Members Reports: Nothing to report.

President's Report:

- The employees will be holding a Cascadia Bowling League in fall quarter.
- The Biotech/Life Sciences needs were summarized and a RFP will be completed to hire a consultant to complete a gap analysis. Funds for the RFP were allotted by the Legislature for this analysis.
- Business Leader Luncheons with area cities will be held (supported by the Cascadia College foundation) to continue the work on the President's Revenue Generated Resources Project.

9. OTHER BUSINESS/ANNOUNCEMENTS

The Board was reminded of the following:

- Academic Honors & Leadership Ceremony, Thursday, May 24th - 7-9 in Mobius Hall.
- End of the Year Celebration, Wednesday, June 6th - 3-4:30 in Mobius Hall.
- Commencement, Friday, June 8th - 4-5:30 in front of Mobius Hall.
- At the end of the June 13th BOT Meeting they Board will move to President Murray's Office for an Executive Session.

10. REGULAR MEETING ADJOURNMENT

The Chair adjourned the regular meeting at 5:47 p.m.

CONVENED TO EXECUTIVE SESSION AT 5:48 p.m.

11. EXECUTIVE SESSION

The Board held a 45 minute Executive Session, to discuss number 6 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.**

(12) Minutes Approved and Adopted on June 13, 2018.



Dr. Julie Miller, Board Vice Chair

Attest:



Dr. Eric Murray, President

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