

**Minutes  
Regular Meeting  
Cascadia College Board of Trustees  
June 13, 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**

Brian Culver, Martin Logan, Dr. Eric Murray, Vicki Newton, Dr. Rosemary Sutton, and Meagan Walker present. Terence Hsiao absent.

Alan Smith (AAG) present.

**AREA REPRESENTATIVES**

CCCFT Representative – David Shapiro present  
Student Representative – Cassie Rudolph, absent.  
WPEA Representative – Marah Selves present.

**AUDIENCE**

Sydney Baker, Erin Blakeney, Omar Bonilla, Glenn Colby, Lyn Eisenhour, Deann Holliday, Dr. Todd Lundberg, Scott McKean, Becky Riopel, Jessica Spowart and Yukari Zednick were present.

**CONVENED TO PUBLIC SESSION AT 4:03 P.M.**

**1. CALL TO ORDER**

Vice Chair Dr. Julie Miller called the meeting to order at 4:03 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 employees were introduced to the Board of trustees:

**College Relations & Advancement**

Sydney Baker, Program Assistant in International Programs  
Jessica Spowart, Design Manager in College Relations

**Administrative Services**

Omar Bonilla, System Administrator for Accessibility Compliance

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. INFORMATION ITEMS

### 2018-2019 Exempt Staff Sabbatical Information

President Murray announced to the Board that he approved two exempt staff sabbaticals for the 2018-2019 academic year. Terence Hsiao, VP of Administrative Services and Meagan Walker, VP of College Relations and Advancement will be on sabbatical during the summer. Detailed reports from both staff members will be given to the Board in fall quarter.

### ctcLink Program Update

Cascadia is now a member of Deployment Group 3 for the ctcLink project. This means we are scheduled to deploy ctcLink in January 2020. Each phase in the schedule has a corresponding "gate"; if the College does not complete the work required for the phase it could be dropped from Deployment Group 3.

Following the January deployment, Cascadia will need approximately 6 months to stabilize and optimize the new system. The project completion date is significantly later than the schedule the College based its ctcLink budget on. As the project has developed, the project has experienced staff attrition; in an effort to stay within budget, we have not refilled project positions. However, based on the schedule it appears that Cascadia will need additional resources to complete the project. We are in the process of assessing project resource needs and will be proposing revisions to the project budget to the Board in fall quarter. Brian Culver and Scott McKean were available to answer any questions the Board had on this update.

## 6. DISCUSSION/PRESENTATION ITEMS

### 2017-2018 Board Self-Assessment

A copy of the 2017 Board of Trustees Self-Assessment Survey Report analysis from last year was reviewed by the Board. They were asked to make any additions and/or edits to the report before Glenn Colby, Director of Institutional Research, opens the survey for the Board's responses this year. Trustee Nancee Hofmeister asked if page 29, question 7 could be rewritten since board members do not participate in trustee development activities as such.

## 7. RECOMMENDED ACTION ITEMS

### 2018-2019 Board of Trustees Meeting Dates (1<sup>st</sup> Read/Action)

The Board of Trustees reviews and agrees upon dates for scheduled Board of Trustees meetings for the upcoming year and the Board was asked to approve the proposed meeting schedule for the 2018-2019 academic year. The Board made one change to the proposed schedule. They asked the 2019 Summer Retreat be changed from August 7<sup>th</sup> to August 22<sup>nd</sup>.

**Vice Chair Dr. Julie Miller asked for a motion to approve the 2018-2019 Board of Trustees meeting dates schedule (with the August date change). Trustee Nancee Hofmeister made a motion to approve the 2018-2019 Board of Trustees meeting dates schedule (with the August date change) and Trustee Roy Captain seconded the**

**motion. Hearing no objections the 2018-2019 Board of Trustees meeting dates were approved.**

2018-2019 ASCC Budget (2<sup>nd</sup> Read/Action)

At the May 16<sup>th</sup> Board meeting, 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. 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.

*Trustee Nancee Hofmeister made a suggestion that next year's budget sheet be changed to reflect requested and approved compared to actual use. Becky Riopel stated she would make the change to the budget sheet.*

**Vice Chair Dr. Julie Miller asked for a motion to approve the 2018-2019 ASCC Budget as presented. Trustee Mike Kelly made a motion to approve the ASCC budget and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the 2018-2019 ASCC Budget was adopted/approved by the Board of Trustees.**

2018-2019 College Operating Budget (2<sup>nd</sup> Read/Action)

At the May 16<sup>th</sup> Board meeting, President Murray presented the 2018-2019 College Operating Budget request to the Board. At this 2<sup>nd</sup> read, the Board asked if the Math Instruction – Full Time Faculty Conversion position was a tenure track position – President Murray explained yes it is. College 101 Improvement proposed hiring a position that will not only teach but have administrative responsibilities. The Board asked if the position would be full-time – Dr. Rosemary Sutton explained that they are still considering this position and yes it would be a full-time position if they choose to go forward with the position.

**Having all questions answered, Vice Chair Dr. Julie Miller asked for a motion to approve the 2018-2019 College Operating Budget as presented. Trustee Roy Captain made a motion to approve the College budget and Trustee Mike Kelly seconded the motion. Hearing no objections the 2018-2019 College Operating Budget was adopted/approved by the Board of Trustees.**

2018-2021 Collective Bargaining Agreement Updates (1<sup>st</sup> Read/Action)

This bargaining session's changes primarily focused around the ability to now be able to bargain local funds. The College is to the point where they are dealing with a more mature contract so many of the changes are around compensation related to the flexibility of using local funds. Martin Logan, Executive Director of Human Resources and David Shapiro, Union Representative were available to answer questions the Board had on this item.

**Having no questions on the agreement updates, Vice Chair Dr. Julie Miller asked for a motion to approve the 2018-2021 Collective Bargaining Agreement Updates as presented. Trustee Roy Captain made a motion to approve the 2018-2021 Collective Bargaining Agreement Updates and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the 2018-2021 Collective Bargaining Agreement Updates were adopted/approved by the Board of Trustees.**

## 8. REPORTS

Cascadia Community College Federation of Teachers (CCCFT): David Shapiro was present and announced he will no longer be President of the CCCFT. Dr. Jessica Ketcham will be the new CCCFT President and will attend the BOT Meetings. David will stay on as historian. He explained it has been wonderful working with the Board of Trustees over the past 10 years in his capacity of CCCFT President and this is a great testament on how Cascadia College operates. The Board of Trustees thanked David for his contributions and wished him well on his upcoming sabbatical.

Cascadia Student Government Report: CSG President Cassie Rudolph was not present. Becky Riopel explained that Cassie was traveling and was in a summer study abroad program and that she got into George Washington University and will begin there in the fall. They do not have a new student body president yet but will have the positions filled by the beginning of fall quarter.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves was present and reminded the Board of the hosted WPEA/CCCFT Annual Summer BBQ to be held Friday, August 17<sup>th</sup> from 1-4 at Blyth Park in Bothell. All Board members are welcome to join the faculty and staff at this BBQ. Marah also announced that she will remain the WPEA representative attending the Board meetings next year. The Board was very pleased that Marah would be continuing as the WPEA representative and thanked her for her contributions.

Chair and Individual Board Members Reports: Vice Chair Dr. Julie Miller commented that the Board felt commencement was fantastic and Dr. Murray's speech was very clever. They thanked Becky Riopel and her team for its success and thanked Dr. Sutton for leading the event.

President's Report:

President Murray announced to the Board that the MoBAS Bachelor of Applied Science – Mobile applications degree program has 4 confirmed applications and 4 pending applications. So the College will move forward with offering this new Bachelor of Applied Science Degree.

**Trustee Mike Kelly asked Alan Smith (AAG) if the Board should vote on this action. Mr. Smith said yes.**

**Vice Chair Dr. Julie Miller asked for a motion to approve the MoBAS Bachelor of Applied Science Mobile applications degree program moving forward. Trustee Mike Kelly made a motion that the MoBAS Bachelor of Applied Science Mobile applications degree program move forward and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the MoBAS Bachelor of Applied Science Mobile applications degree program moving forward in fall quarter was adopted/approved by the Board of Trustees.**

## **9. OTHER BUSINESS/ANNOUNCEMENTS**

The Board was reminded of the following:

- No regular meeting of the Board of trustees is scheduled for July, 2018.
- The Summer Board Retreat is scheduled for Wednesday, August 8, 2018 from 10-3 at Roy Captain's Residence.
  - After this meeting the Board asked that the Summer Board Retreat be moved to early September. The Summer Board Retreat was rescheduled to

Wednesday, September 10<sup>th</sup> from 10-3 at Roy Captain's residence. Details to follow.

- The next regular Board of Trustees meeting is scheduled for **Wednesday, September 19, 2018.**

Dr. Rosemary Sutton, VP of Student Learning & Success, final Board meeting

President Murray thanked Dr. Sutton for her contributions to the College for the past 5 years. The improvements Dr. Sutton has made will move the College forward for years to come.

President Murray also announced the "Aroha Compassion Fund" established through the Cascadia College Foundation by Dr. Sutton:

Many community college students struggle financially to complete college. Research indicates that a small grant, often less than \$500, can go a long way toward helping a student graduate. Emergency aid or micro-grants from colleges can be used to pay for a financial emergency, such as fixing a car or paying a medical bill.

Dr. Sutton recently established this fund with a leadership gift – which was matched by the Cascadia College Foundation. The Foundation and College staff have developed a program structure that will deliver this vital assistance to our students – beginning fall of 2019. College employees are being invited to also contribute to this fund.

*Aroha* is a Maori word meaning love or compassion and is commonly used in New Zealand (where Dr. Sutton is from). It is Dr. Sutton's hope that members of the Cascadia Community will be compassionate and, where able, contribute to this fund so that all those Cascadia students in need will benefit.

Thank you Dr. Sutton for your generous offering to the Cascadia College Foundation and future Cascadia College students.

On that note the BOT did the following:

Board of Trustees Resolution

The Board of Trustees signed and read a Resolution to Dr. Rosemary Sutton commending and applauding her efforts and accomplishments as the VP of Student Learning & Success at Cascadia College since September 23, 2013 and wished her well in her retirement. The signed Resolution was framed and given to Dr. Sutton after the Board meeting. Congratulations Dr. Sutton and thank you!!

## **10. REGULAR MEETING ADJOURNMENT**

The Chair adjourned the regular meeting at 5:36 p.m.

**CONVENED TO EXECUTIVE SESSION AT 5:40 p.m.**

## **11. EXECUTIVE SESSION**

**The Board held a 45 minute Executive Session, to discuss number 2 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 September 19, 2018.**

  
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Janet McDaniel, Board Chair

Attest:

  
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Dr. Eric Murray, President

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