

**Minutes
Regular Meeting
Cascadia College Board of Trustees
October 17, 2018**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

Terence Hsiao, Dr. Kerry Levett, Dr. Eric Murray, and Vicki Newton present. Meagan Walker and Marty Logan absent.

Alan Smith (AAG) present.

AREA REPRESENTATIVES

CCCFT Representative – absent.

Student Representative – Seth Smith, CSG President present.

WPEA Representative – Marah Selves absent.

AUDIENCE

Erin Blakeney, Kathleen Brown, Glenn Colby, Lyn Eisenhour, Eric Espinoza, Maria Gonzalez, Haley Green, Maddy Groth, Sasha Hanigan, Kris Heynen, Deann Holliday, Aileen Ibershof, Cecilia Jiao, Julian Lai, Tracy Phutikanit, Dr. Todd Lundberg, Kris Panton, Becky Riopel, Eliza Sandoval, Charles Sapien, Shandy Stomieroski, Anna Stufano, and Dr. Erik Tingelstad were present.

1. EXECUTIVE SESSION

There was no Executive Session scheduled for this meeting.

CONVENED TO PUBLIC SESSION AT 4:01 P.M.

2. CALL TO ORDER

Chair Dr. Julie Miller called the meeting to order at 4:01 p.m.

3. CONSENT AGENDA

Chair Dr. Julie Miller asked for approval of the consent agenda. Trustee Mike Kelly made a motion to approve the consent agenda and Vice Chair Roy Captain seconded the motion. Hearing no objections the consent agenda was approved.

4. PUBLIC COMMENTS

There were no public comments.

5. INTRODUCTIONS OF NEW EMPLOYEES/CAB/CEO

The following new employees and CAB/CEO students were introduced to the Board:

Student Learning & Success

Aileen Ibershof, Program Coordinator-Student Support Services

Charles Sapien, Customer Service Specialist 3 in Enrollment Services

Kathleen Brown, Tenure Track Faculty, Art & Visual Communication

President Murray asked that the CAB/CEO students be introduced:

Cascadia Activities Board (CAB)

Chair – Maddy Groth

Special Events Coordinator – Eliza Sandoval

Arts & Entertainment Coordinator – Julian Lai

Social Issues & Diversity Coordinator – Maria Gonzalez

Wellness Coordinator – Siv Heang (not present)

Public Relations & Outreach Coordinator – Sasha Hanigan

Community Engagement Officers (CEO)

Cecilia Jiao

Eric Espinoza

Sovechea Sophanna (not present)

Graphic Designer – Charlotte Offin (not present)

Graphic Designer – Daniel Gieszler (not present)

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

6. INFORMATION ITEMS

There were no information items presented to the Board this month.

7. DISCUSSION/PRESENTATION ITEMS

Strategic Plan Deep Dive: Strategic Data

Dr. Kelly Levett, introduced Glenn Colby, Director of Institutional Effectiveness, who gave the Board a presentation on creating a data-informed culture at Cascadia College. Mr. Colby shared data examples on Bachelor's Degree Completions, Running Start enrollments in Math 141, GPA's of Running Start students and their graduation rates. He also shared student FTES by student high school district and shared data visualization tools. The Board was very impressed with the shared data and thanked Glenn for all his efforts.

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

Emergency Preparedness

Terence Hsiao gave the Board a presentation on Cascadia's emergency preparedness.

Mr. Hsiao presented on Campus Safety, Clery Incident Reporting, Emergency Infrastructure, Public Safety Training, Facilities Staff Training, Crisis Communications, the Emergency Alert System, Evacuation Teams, and the Emergency Operations Center. He also spoke on the Campus Community Emergency Response Team (C-CERT) and other awareness activities.

The Board was very impressed with the information Mr. Hsiao presented and thanked the College for taking emergency preparedness so seriously.

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

Note: The Washington Great ShakeOut will happen on October 18th at 10:19 a.m. President Murray explained to the Trustees that if they are signed up to receive emergency alerts, they should receive one on this practice drill. He asked Vicki Newton to check with the Trustees on the 18th to make sure they are signed up for the alerts.

8. RECOMMENDED ACTION ITEMS

Board Resolution 10-17-18 – Delegation of Authority to Receive Gifts on Behalf of the College (1st Read/Action)

There is no Board policy delegating authority to the President of the college and/or his designee to be the Acting Agent for any bequests the college receives. This resolution delegates the authority under RCW 28B.140 (8) to the President to receive on behalf of the College such gifts, grants, conveyances, devises and bequests of real or personal property from private sources, as may be made from time to time, in trust or otherwise, together with the authority to execute on behalf of the College such instruments as may be necessary or appropriate to effectuate the College's receipt of such gifts.

Chair Dr. Julie Miller asked for a motion to approve Resolution 10-17-18. Trustee Nancee Hofmeister made a motion to approve Resolution 10-17-18 and Vice Chair Roy Captain seconded the motion. Hearing no objections Resolution 10-17-18 was approved and signed by the Board of Trustees and the College President.

2019 Transforming Lives Nomination (1st Read/Action)

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 Jordan Barde prior to this meeting and were asked to nominate Jordan Barde to represent Cascadia College at the Transforming Lives Awards Dinner on Monday, January 21, 2019 in Olympia.

Chair Dr. Julie Miller asked for a motion to approve the nomination of Jordan Barde for the 2019 Transforming Lives Award nomination on behalf of Cascadia College. Vice Chair Roy Captain made a motion to approve the nomination and Trustee Mike Kelly seconded the motion. Hearing no objections the nomination of Jordan Barde was approved.

ctcLink Resources Budget (1st Read/Action)

Terence Hsiao, VP of Administrative Services, gave the Board an overview of the ctcLink Resources Budget. The State Board for Community and Technical Colleges (SBCTC) has committed to replacing its ERP systems (which serve the College) with a PeopleSoft system referred to as ctcLink. SBCTC's system implementation budget is \$150 million, which is being funded through a student fee. However, this budget only covers SBCTC-IT's implementation costs and ongoing software and hardware expenses associated with ctcLink. The cost of implementing the system at each college must be covered by local funds.

The Board of Trustees previously set aside reserve funds to implement ctcLink; at the end of fiscal 2018 a total of \$560,916 in reserve funds remained available to complete ctcLink implementation. Cascadia is scheduled to go-live in January 2020, stabilization and optimization activities are anticipated to continue through project completion in June 2020. Based on the project's current staffing \$139,352 in authorized reserve funding remains available to support other implementation needs such as travel expenses for training, additional staffing and consultants. Because SBCTC pushed back Cascadia's ctcLink Go-Live date back from October 2017 to January 2020 more funds will need to be invested in the implementation of ctcLink.

Mr. Hsiao reviewed the ctcLink implementation support needs and the ctcLink project budget. The college requests that the Board approve an increase of \$350,836 to the ctcLink project budget to fund ctcLink implementation resourcing requirements.

Chair Dr. Julie Miller asked for a motion to approve an increase of \$350,836 to the ctcLink project budget. Trustee Nancee Hofmeister made a motion to approve the increase and Trustee Mike Kelly seconded the motion. Hearing no objections the motion to increase the ctcLink project budget by \$350,836 was approved.

9. REPORTS

Cascadia Community College Federation of Teachers (CCCFT): No new CCCFT President has been announced.

Cascadia Student Government Report: CSG President Seth Smith reported to the Board that their Textbook Accessibility Program checked out 50-60 books. The Voter Registration Drive signed up 30-40 students to vote. The 1st day of the quarter the Art Carnival took place and the students did a fantastic job on the carnival logistics. Many students participated and all had a great time at the carnival.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves was absent so no additional information was presented.

Chair and Individual Board Members Reports:

Trustee Nancee Hofmeister offered a sincere "thank you" to the College for supporting our students through OERs and open source resources.

President's Report:

President Murray shared the photos that were taken of the WACTC President's Academy group and the PACTC President's Assistants group that were hosted by Cascadia on October 4-5, 2018. Hosting both groups at the same time, was a significant amount of work and he thanked Vicki Newton for all the details that made the meetings successful.

President Murray also gave a shout out to the Dean's in the room who have been working with the UWB Dean's to make processes flow more smoothly for our students and encouraged them to keep perusing these positive steps.


10. OTHER BUSINESS/ANNOUNCEMENTS

11. MEETING ADJOURNMENT

Chair Dr. Julie Miller adjourned the regular meeting at 5:15 p.m.

The Trustees and President Murray walked over to the Mobius Art Gallery to view the Native Spirit art exhibit.

12. Minutes Approved and Adopted on November 14, 2018.



Dr. Julie Miller, Board Chair

Attest:



Dr. Eric Murray, President

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