

**Minutes  
Regular Meeting  
Cascadia College Board of Trustees  
January 16, 2019**

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

**BOARD OF TRUSTEES**

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

**EXECUTIVE STAFF**

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

Alan Smith (AAG) present.

Vicki Newton (recorder) present.

**AREA REPRESENTATIVES**

CCCFT Representative – Sharon Saxton, Senior 2 Tenured Founding Faculty present.

Student Representative – Seth Smith, CSG President present.

WPEA Representative – Marah Selves present.

**AUDIENCE**

Erin Blakeney, David Bucci, Glenn Colby, Gordon Dutrisac, Lyn Eisenhour, Dianne Fruit, Dr. Jessica Ketcham, Aloe Ketcham, Jared Leising, Shawn Miller, Tammy Miller, Dr. Jesús Pérez, Becky Riopel, Donna Sullivan, Dr. Erik Tingelstad, Debra Waddell, and Sharon Waymire were present.

**1. EXECUTIVE SESSION**

**The Board had a thirty 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.

**CONVENED TO PUBLIC SESSION AT 4:34 P.M.**

**2. CALL TO ORDER**

Chair Dr. Julie Miller called the meeting to order at 4:34 p.m.

**3. CONSENT AGENDA**

Chair Dr. Julie Miller asked for approval of the consent agenda. Trustee Nancee Hofmeister 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

The following new employees were introduced to the Board:

##### College Relations & Advancement

Donna Sullivan, Senior Administrative Assistant

##### Administrative Services

Tammy Miller, Fiscal Analyst 3

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

There were two promotions announced by E-Team members:

##### Administrative Services

Kimberlee Clark, Assistant Director of Facilities to Director of Facilities

##### Student Learning & Success

Stephan Classen, Instructional Classroom Support Technician to Assistant Director of Sustainable Practices

#### 6. INFORMATION ITEMS

##### Tenure Update

President Murray gave the Board an update on the upcoming tenure process:

- No later than April 1, 2019 four third-year tenure candidates' portfolios will be available for review by the Board of Trustees for the following faculty members:
  - Garth Neufeld – Psychology
  - Brent Schaeffer – English
  - Lelia Olson – Business & Accounting
  - Srividhya Venkatraman – Math
- March 20, 2019: The Board will have a 1 hour, 30 minute Executive Session (20 minutes for each candidate) for the tenure candidates to have an interview with the Board.
  - After the candidates' interviews the TRC chair will give their recommendation to the Board (5 minutes for each TRC chair).
- April 17, 2019: The Board will have a 15 minute Executive Session for the President and Trustees to have a final discussion on the tenure candidates.
- May 22, 2019: The Board will have an action item for the four candidates to be considered for tenure.
  - If the vote is yes, and the tenure candidate is at the meeting, they will be publicly congratulated and a resolution will be read that has been signed by the Trustees.
- June 11, 2019: At the End of the Year Celebration, the TRC Chair will chose a page from the Parker J. Palmer book "Let Your Life Speak" to read that pertains to the tenure candidate and the book will be given to the candidate recognizing their tenure accomplishment.

- At this event the Board Chair (or other Trustees) will read the framed resolutions and present them to the tenure candidates.

## 7. DISCUSSION/PRESENTATION ITEMS

### 2017-2018 Post Sabbatical Presentations:

During the 2017-2018 academic year four faculty were approved for sabbaticals. As part of the sabbatical contractual requirements, they previously submitted final reports to the Board sharing the value of their leave as it relates to their initial sabbatical objective. The faculty noted below were present and each gave a brief presentation to the Board on their sabbatical experience and thanked the Board for this opportunity:

- Dianne Fruit, Founding Tenured Faculty – World Languages
  - Winter and spring quarters 2018.
- Jared Leising, Founding Tenured Faculty – English
  - Winter and spring quarters 2018.
- Dr. Jessica Ketcham, Tenured Faculty, Senior 1 – English
  - Fall quarter 2017.
- Dr. Jesús Pérez – History/Global Studies
  - Fall quarter 2017.

The Board was very impressed with the sabbatical reports this year as well as the individual presentations. They thanked each faculty member for their report and could tell that each experience held great value to the individuals.

### Guided Pathways

Dr. Kerry Levett, VP of Student Learning & Success gave the Board a report on Guided Pathways. She presented two handouts: What is the Pathways Model?, Guided Pathways” Planning, Implementation, and Evaluation and gave a presentation titled A Linked Conversation: Cascadia Retention Data and Exploring Guided Pathways.

Points noted in the presentation were 1) clarify the path, 2) help students choose and enter a path, 3) help students stay on the path and 4) ensure that students are learning.

A copy of Dr. Levett’s PowerPoint presentation can be made available upon request.

## 8. RECOMMENDED ACTION ITEMS

### Extension of the President’s Contract

After review and reflection of the terms of employment, the Board of Trustees took action on the President’s employment contract.

**Chair Dr. Julie Miller asked for a motion to approve the new evaluation period (July 1, 2018 to January 31, 2023) for the college president’s annual contract renewal timeframe. Trustee Mike Kelly made a motion to approve the addendum to the contract and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the 2019 Addendum to the President’s Contract was approved by the Board of Trustees.**

## 9. REPORTS

Cascadia Student Government Report: CSG President Seth Smith commented that the TAP Program assisted over 40 student with books and they are adding new popular books to the selection. Over 120 students came to the Kodiak connections and at the involvement fair next week the students would receive a passport booklet and receive free pizza. The new leaders program will allow students to job shadow student leaders to see if there is interest in joining the team next year.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty commented that the faculty were back from break and were busy assisting students with letters of recommendation to their next college.

Cascadia College Classified Union Washington Public Employees Association (WPEA)  
Report: Marah Selves commented that they have trained two new stewards: C.J. Haas and Cameron Carpenter.

Chair and Individual Board Members Reports:

Trustee Mike Kelly updated the board on the conference call meeting he had with the State Auditor's Office and answered their questions so no entrance conference would be necessary. He will be available for the Exit Conference at the end of the audit and will report back to the Board once that meeting has taken place.

President's Report:

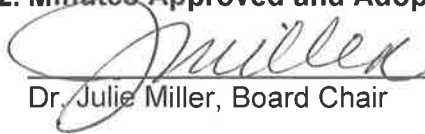
President Murray offered the Board an update on the Bock Learning Center. He will be doing a State of the College Address at the Bothell City Council and will be in Olympia visiting legislators for the new two weeks. E-Team members will be acting while he is away. He reminded the Board about the Transforming Lives Dinner on Monday, January 21<sup>st</sup>.

**10. OTHER BUSINESS/ANNOUNCEMENTS**

**11. MEETING ADJOURNMENT**

Chair Dr. Julie Miller adjourned the regular meeting at 6:17 p.m.

**12. Minutes Approved and Adopted on February 20, 2019.**

  
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Dr. Julie Miller, Board Chair

Attest:

  
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Dr. Eric Murray, President

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