

**Minutes
Regular Meeting
Cascadia College Board of Trustees
May 22, 2019**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

Dr. Kerry Levett, Marty Logan, Dr. Eric Murray and Meagan Walker present. John Eklof absent.

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

Aylar Atadurdyeva, Dr. Brian Bansenauer, Melissa Barker, Dr. Chris Byrne, Glenn Colby, Dr. Soraya Cardenas, Mark Collins, Dr. Catherine Crain, Lyn Eisenhour, Dr. Azizeh Farajallah, Haley Green, Marc Hyman, Han Jackson, Natasa Kesler, Jared Leising, Megan Luce, Garth Neufeld, Danielle Neufeld, Angelic Neufeld, Lelia Olson, Erik Olson, Julia Olson, Mike Panitz, Erin Richards, Becky Riopel, Brent Schaffer, Kennan Schaffer, August Schaffer, Dr. Rosemary Sutton, Gene Taylor, Dr. Erik Tingelstad and Renee Witherspoon were present.

EXECUTIVE SESSION

There was no Executive Session planned for this meeting.

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

1. CALL TO ORDER

Chair Dr. Julie Miller called the meeting to order at 4:05 p.m.

2. CONSENT AGENDA

There was an agenda change request to complete the Action Items: Resolutions to Recognize Cascadia Student Government Officers and Tenure Actions first so students could get to class and staff could leave, as some family members were present.

Chair Dr. Julie Miller asked for approval of the consent agenda with the changes noted. Trustee Janet McDaniel made a motion to approve the consent agenda and Trustee Nancee Hofmeister seconded the motion. Hearing no objections, the Board approved the consent agenda.

3. PUBLIC COMMENTS

There were no public comments.

4. INTRODUCTIONS OF NEW EMPLOYEES

There were no new employees to introduce to the Board.

Dr. Kerry Levett announced a staff promotion: Lyn Eisenhour is now the new Dean of Student Learning for Transitional Studies.

The Board congratulated Dean Eisenhour; thanked her for all she has done for the college and the audience gave her a big round of applause and congratulations.

5. INFORMATION ITEMS

STEM 4 Building Update

Meagan Walker, VP of College Relations & Advancement, gave the Board an update on the STEM 4 Building. Ms. Walker presented project objectives, fast facts, a timeline, site information and next steps for the building.

The Board would like to send a letter to the UW Regents to acknowledge how important this relationship is to both institutions and how well the relationship is working. This building is a perfect example of the excellent continued collaboration.

Cascadia College Foundation Update

The Cascadia College Foundation gave the Board a three-year update on the foundation. Mark Collins, Assistant Director of the Foundation was available to answer any questions the Board had on the update.

A copy of the Cascadia College Foundation Three Year Update dated May 10, 2019, is available upon request.

6. DISCUSSION/PRESENTATION ITEMS

2019-2020 ASCC Budget (1st Read)

The Services and Activities (S&A) Budget Committee facilitated an open process whereby student clubs and college departments requested funding for the 2019-20 academic year. The process included completing detailed applications and meeting with the S&A Budget Committee to present requests.

The projected S&A budget for the 2019-2020 academic year is \$710,467.00. Budget proposals totaled \$763,174.92, requiring \$68,409.03 be removed to meet the target budget and support the legislature-approved 8% Cost of Living Adjustment (COLA) - 25 professional and student staff positions are currently funded via S&A funds.

The S&A Budget Committee provided recommendations to the Cascadia Student Government regarding allocations. Per their recommendations, CSG provided to the Board a spreadsheet listing requests and allocations.

The Board had no questions on the budget spreadsheet and took the following action:

Chair Dr. Julie Miller asked for a motion to approve the 2019-2020 Associated Students of Cascadia College Budget. Trustee Janet McDaniel made a motion to approve the 2019-2020 Associated Students of Cascadia College Budget and Vice Chair Roy Captain seconded the motion. Hearing no objections the Board of Trustees approved the 2019-2020 Associated Students of Cascadia College Budget.

2019-2020 College Budget (1st Read)

The 2019-2020 College Operating Budget has not been completed. This year, a new budget model was developed and all of the known revenues and expenses were estimated.

However, the State Board has not yet delivered the specific allocation numbers or tuition numbers to the colleges even though the legislature has finished their work. The State Board is still trying to determine how the new funds from the legislature will be distributed.

Until those numbers are finalized (around June 1), the college's budget cannot be accurately estimated. At the April Trustee's meeting, estimated revenues were shared with the board based on last year's allocation and estimated enrollment numbers.

President Murray presented an update of the revenue numbers that included estimated expenses given the information we have to date.

A copy of President Murray's PowerPoint presentation is available upon request.

2019-2020 Student Fee Proposals (1st Read)

Dr. Kerry Levett, VP of Student Learning & Success presented information on student fees. This item will be brought back to the June 19th meeting for a 2nd Read/Action by the Board:

Recommendations for Fee Eliminations

Application Fee

- We currently have a \$30 application fee.
- Discussion: The application fee is perceived as an enrollment barrier. The fee does generate approximately \$50,000 in revenue to the general fund. Enrollment Services, Budget Council and E Team support eliminating the fee in order to clear enrollment access barriers.
- **Recommendation:** Eliminate the application fee of \$30 starting October 1, 2019.

Recommendations for New Fees

Industry Recognized Certification Fee

- Cascadia's Professional Technical Programs may award program credit for specific industry recognized certifications. Networking Infrastructure is the only program that has pre-approved certain certificates for the awarding of credit. Approval of this fee would expand our credit for prior learning options for students. The fee covers a ½ hour of additional duty time for the faculty and some minimal staff processing time to complete the assessment process for the individual student request.
- **Recommendation:** Enact \$35 per 5 credit course fee effective July 1, 2019

Replacement Diploma Fee

- At the time of graduation students are issued a diploma for each degree or certificate earned. Students needing replacement diplomas will be assessed a \$5 replacement fee for each diploma needing replaced.
- **Recommendation:** Enact \$5.00 fee effective July 1, 2019 [This approximately covers average costs for document generation and shipping]

Recommendations for Fee Changes

Art Courses Fee

- Currently assessed: \$12/per studio course
- Discussion: Our new Graphic Design course was added to the Art curriculum in 2018-2019. A popular course with students, it is much more expensive to run than the studio courses. With the addition of ART 120: Graphic Design to our curriculum, our costs outpace the revenue from fees and thus create an unsustainable program. While this is a significant increase in fees, this increase would align Cascadia with what peer institutions charge for course fees (average \$88 for graphic arts courses) and better cover the actual costs for the graphic arts course. This fee would cover:
 - Specialized paper and ink for the plotter (printer)

- Amortization of the plotter to pay for periodic replacement and upgrade
- **Recommendation:** Increase the course for Art 120 – Intro to Graphic Design from \$12 to \$50.

Action Proposal for High School Credit Waiver (1st Read/Action)

Dean Lyn Eisenhour presented information to the Board on the Washington State Board of Education application of temporary waiver from High School Graduation Requirements. Ms. Eisenhour explained the background, rationale for applying and benefits to students and the next steps to apply for the waiver.

The Board had no questions on the waiver application and took the following action:

Chair Dr. Julie Miller asked for a motion to approve the request for a High School Credit Waiver. Trustee Nancee Hofmeister made a motion to approve the Request for a High School Credit Waiver and Trustee Janet McDaniel seconded the motion. Hearing no objections the Board of Trustees approved the request for a High School Credit Waiver. A Board letter signed by the President and the Board Chair will accompany the High School Credit Waiver application.

7. 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, we have prepared resolutions to acknowledge their contributions to Cascadia College and their leadership roles. Resolutions were presented to the students who were present:

- Aylar Atadurdyeva (Fall 2018 – Spring 2019) - present
- Melissa Barker (Fall 2018 – Spring 2019) - present
- Han Jackson (Fall 2018 – Spring 2019) - present
- Evan Schroeder (Fall 2018 – Spring 2019) - absent
- Seth Smith (Fall 2018 – Spring 2019) - present
- Renee Witherspoon (Fall 2018 – Spring 2019) - present

Chair Dr. Julie Miller asked for a motion to approve Student Resolutions 05-22-19-01 through 05-22-19-06. Trustee Nancee Hofmeister made a motion to approve the student resolutions and Vice Chair Roy Captain seconded the motion. Hearing no objections the Board of Trustees approved Student Resolutions 05-22-19-01 through 05-22-19-06.

Tenure (2nd Read/Action)

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

1. Mr. Garth Neufeld – Psychology
 - a) After the recommendations of the Tenure Review Committee and the District President, the Board of Trustees granted tenure to Mr. Garth Neufeld of Cascadia College.

Chair Dr. Julie Miller asked for a motion to award tenure to Mr. Garth Neufeld. Trustee Mike Kelly made a motion to award tenure to Mr. Garth Neufeld and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the Board of Trustees granted tenure status to Mr. Garth Neufeld.

The Board presented a Tenure Resolution written by the Tenure Review Committee Chair and signed by members of the Board to Mr. Garth Neufeld noting his accomplishments to Cascadia College.

2. Ms. Lelia Olson – Business & Accounting

- a) After recommendations of the Tenure Review Committee and the District President, the Board of Trustees granted tenure to Ms. Lelia Olson of Cascadia College.

Chair Dr. Julie Miller asked for a motion to award tenure to Ms. Lelia Olson. Trustee Janet McDaniel made a motion to award tenure to Ms. Lelia Olson and Vice Chair Roy Captain seconded the motion. Hearing no objections the Board of Trustees granted tenure status to Ms. Lelia Olson.

The Board presented a Tenure Resolution written by the Tenure Review Committee Chair and signed by members of the Board to Ms. Lelia Olson noting her accomplishments to Cascadia College.

3. Mr. Brent Schaffer – English

- a) After recommendations of the Tenure Review Committee and the District President, the Board of Trustees granted tenure to Mr. Brent Schaffer of Cascadia College.

Chair Dr. Julie Miller asked for a motion to award tenure to Mr. Brent Schaffer. Trustee Nancee Hofmeister made a motion to award tenure to Mr. Brent Schaffer and Trustee Janet McDaniel seconded the motion. Hearing no objections the Board of Trustees granted tenure status to Mr. Brent Schaffer.

The Board presented a Tenure Resolution written by the Tenure Review Committee Chair and signed by members of the Board to Mr. Brent Schaffer noting his accomplishments to Cascadia College.

4. Ms. Srividhya Venkatraman – Math

- a) After recommendations of the Tenure Review Committee and the District President, the Board of Trustees granted tenure to Ms. Srividhya Venkatraman of Cascadia College.

Chair Dr. Julie Miller asked for a motion to award tenure to Ms. Srividhya Venkatraman. Vice Chair, Roy Captain made a motion to award tenure to Ms. Srividhya Venkatraman and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the Board of Trustees granted tenure status to Ms. Srividhya Venkatraman.

The Board presented a Tenure Resolution written by the Tenure Review Committee Chair and signed by members of the Board to Ms. Srividhya Venkatraman noting her accomplishments to Cascadia College.

Parking Rates (1st Read/Action)

Marty Logan, Interim VP of Administrative Services/HR, presented the Commuter Services Advisory Committee (CSAC) recommendations to increase parking rates, effective September 1, 2019.

Detailed rates presented:

	Current 2019	Projected Quarterly Rates			Dollar Change/Quarter		
		Proposed 2020	2021	2022	2020	2021	2022
Full Week/Quarter	194	204	214	225	10	10	11
3 Day/Quarter	147	154	162	170	7	8	8
2 Day/Quarter	110	116	121	127	6	5	6
U-PASS/ORCA/Quarter	110	116	121	127	6	5	6
Motorcycle/Quarter	74	78	82	86	4	4	4
Carpool/Quarter	194	204	214	225	10	10	11
Daily Rate	8	9	9	10	1	0	1

Chair Dr. Julie Miller asked for a motion to approve the proposed parking and UPASS/ORCA rate schedules for 2020-2022 with the rate changes becoming effective September 2019. Vice Chair, Roy Captain made a motion to approve the proposed parking, UPASS/ORCA rate schedules for 2020-2022, and Trustee Janet McDaniel seconded the motion. Hearing no objections the Board of Trustees approved the proposed parking and UPASS/ORCA rate schedules for 2020-2022.

WAC Revision – Chapter 132Z-116 Parking & Traffic Rules (2nd Read/Action)

Rules Coordinator, Vicki Newton and AAG, Alan Smith gave the Board an overview of the WAC revisions for the Parking & Traffic Rules. Both UWB and Cascadia are amending their WAC's for Parking & Traffic Rules. A joint public hearing with UWB and Cascadia College's Rules Coordinators was held at 10:00 a.m. on Wednesday, April 24th in the North Creek Events Center. There were members of the public who attended the public hearing with no comments presented.

AAG Alan Smith commented that the revisions become effective 31 days from the date published in the Washington State Register.

Chair Dr. Julie Miller asked for a motion to approve the WAC Revisions – Chapter 132Z-116 – Parking & Traffic Rules. Trustee Janet McDaniel made a motion to approve the WAC Revisions and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the Board of Trustees approved the WAC Revisions – Chapter 132Z-116 – Parking & Traffic Rules.

8. REPORTS

Cascadia Student Government Report: CSG President Seth Smith commented that the new student team will begin in September. He thanked the S&A Budget Committee for their hard work with the student budget.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty shared that the teacher appreciation week was fun for the faculty. She also thanked the Steering Committee who hosted a social gathering with the CCCFT and WPEA. It was very successful and many staff were in attendance.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves had nothing further to report to the Board.

Chair and Individual Board Members Reports:
Nothing to report.

President's Report:


President Murray reminded the Board that after the June 19th Board meeting, there will be a dinner to thank Trustee Nancee Hofmeister for her 5 years of service to the college. Trustee Hofmeister's last meeting will be June 19th. He also reminded the Board of the End of the Year Celebration to take place on Tuesday, June 11th in Mobius Hall. Dr. Julie Miller offered to hold the September 9th Board Summer Retreat at her residence.

9. OTHER BUSINESS/ANNOUNCEMENTS

10. MEETING ADJOURNMENT

Chair Dr. Julie Miller adjourned the regular meeting at 5:43 p.m.

11. Minutes Approved and Adopted on June 19, 2019:



Dr. Julie Miller, Board Chair

Attest:



Dr. Eric Murray, President

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