

**Minutes
Regular Meeting
Cascadia College Board of Trustees
November 14, 2018**

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

Alan Smith (AAG) 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, Lyn Eisenhour, Kira Luchau, Dr. Todd Lundberg, Shawn Miller, Becky Riopel, Melissa Stoner, Dr. Erik Tingelstad, and Tasha Walston were present.

1. EXECUTIVE SESSION

There was no Executive Session scheduled for this meeting.

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

2. CALL TO ORDER

Chair Dr. Julie Miller called the meeting to order at 4:00 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:

Student Learning & Success

Tasha Walston, Tenure Track Faculty, First Year Composition/English

Human Resources

Melissa Stone, Payroll Manager

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.

6. INFORMATION ITEMS

Corporate and Continuing Education – Yearly Summary

President Murray updated the Board on the Corporate and Continuing Education Center – Eastside Program Performance. One handout noted the 2012-2018 Partnership Performance, CCEC Eastside enrollment by fiscal year, revenue by fiscal year and enrollments by program. A second handout provided enrollment duplicated headcount totals, a 6-year financial summary, and Job Skills Program grants and grant administration.

First Quarter Budget Report

It is the practice of the Board to review expenditures against the budget on a quarterly basis. Terence Hsiao, VP of Administrative Services reviewed the first quarter budget report through September 30, 2018 with the Board.

7. DISCUSSION/PRESENTATION ITEMS

2018-2019 Administrative Sabbatical Reports

Two administrative staff applied for sabbatical leave during the summer of 2018. Their applications furthered the goals in the strategic plan; consequently their leave was approved by the President.

Terence Hsiao, VP of Administrative Services was one of the administrative staff members approved for sabbatical leave and gave the Board his report at the September 19th Board meeting.

The second administrative staff member approved for sabbatical leave, Meagan Walker, VP of College Relations and Advancement gave her report to the Board during this meeting. Below are the highlights of her sabbatical leave report:

- Before sabbatical: Cascadia website 27% accessible.
- Project goal: move cascadia.edu towards compliance with web accessibility standards.
- After sabbatical: Cascadia website 84% accessible.
- Next steps: training & maintenance:
 - develop and publish new accessibility guidelines for web
 - implement and track training: Accessibility 101 and Page Manger training
 - establish timelines
 - share page reports with page managers

A copy of Ms. Walker's PowerPoint presentation can be made available upon request.

Marketing & Technology Report

Meagan Walker, VP of College Relations and Advancement gave the Board a marketing & technology report highlighting the following points:

- overview of the College relations budget and staffing
- breakdown of how the budget is allocated for marketing and recruiting efforts, and rational for decisions
- technologies currently in use for engaging and tracking prospective students
- hopes and needs for future technologies vs. competing department and college needs

A copy of Ms. Walker's PowerPoint presentation can be made available upon request.

Bachelor's Programs

Dr. Erik Tingelstad, Dean of Student Learning, gave the Board a presentation on Cascadia's Bachelor's Programs: Sustainable Practices and Mobile Application Development.

Points from Dr. Tingelstad's presentation follow:

- Sustainable Practices – Cascadia's first BAS
 - Presented enrollment/retention, student profiles, pathways, companies graduates transitioned to, program changes/evolution, applied learning, and real world engagement.
- Mobile Application Development – Cascadia's second BAS
 - Launched fall 2018, 7 enrolled students, current program needs, and looking forward.

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

8. RECOMMENDED ACTION ITEMS

Canyon Park Master Planning IIA, Cascadia College/City of Bothell Interlocal Agreement (1st Read/Action)

The College has received a special allocation of \$300,000 from the State to support the efforts of a Biomedical Task Force to attract and retain the biomedical industry in Bothell. The City of Bothell is undertaking a master planning process for Canyon Park that will update the City's Canyon Park Subarea Plan and land use designations to attract and retain bio-technology companies and encourage mixed-use neighborhoods containing housing, amenities, and services that are attractive to employers and employees of the biomedical/life sciences industry. This effort will benefit Cascadia and its students by supporting and attracting the biomedical industry to Canyon Park and will encourage and stimulate workforce development for these industries. The College therefore plans to collaborate with the City of Bothell on the subarea plan's development. The Interlocal Agreement commits the college to supporting the development of the Canyon Park Subarea plan up to a maximum of \$150,000 using funds from the State's Biomedical Task Force allocation.

Chair Dr. Julie Miller asked for a motion to approve the Interlocal Agreement between the City of Bothell and Cascadia College. Vice Chair Roy Captain made a motion to approve the Interlocal Agreement and Trustee Mike Kelly seconded the motion. Hearing no objections the Interlocal Agreement was approved by the Board of Trustees.

First Quarter Grants Approval (1st Read/Action)

The following chart of grants that the College has received were presented to the Board for approval:

Current Grants (145 and State)

Grant Description	Grant ID	Amount
Worker Retraining - Proviso	001-AC1	239,073
Worker Retraining - Earmark	001-011	-
Opportunity Grants (ELTA)	08A-3E0	140,000
Opportunity Grants (GPS)	001-011	29,412
Basic Food Employment and Training Grant	130-BFET-18	51,485
BEdA Leadership Block Grant	130-BLB-18	4,074
BEdA Master Grant	130-BEDA-18	78,108
Job Skills Program Grant	130-JSP-18AR	196,560
Job Skills Program Grant	130-JSP-18AM	90,210
Job Skills Program Grant	130-JSP-18ZT	154,490
Job Skills Program Grant	130-JSP-19PS	37,920
Misc. General Grant	130-B2C-18	25,000
Perkins Leadership Block Grant	130-PLB-18	20,400

Chair Dr. Julie Miller asked for a motion to approve the grants the College has received to date. Trustee Nancee Hofmeister made a motion to approve the grants and Trustee Janet McDaniel seconded the motion. Hearing no objections the grants that the College has received to date were approved.

9. REPORTS

Cascadia Student Government Report: CSG President Seth Smith did not have anything additional to report to the Board.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty was introduced to the Board. This was her first meeting as the new CCCFT President. The Board welcomed her and thanked her for taking on this important role. Sharon did not have anything additional to report to the Board.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves did not have anything additional to report to the Board.

Chair and Individual Board Members Reports:
None.

President's Report:

President Murray has been soliciting referrals and reaching out to discuss possible trustee replacements. Other points of interest:

- December 7th from 9:30-11:00 – Dr. Jane Stavem, new superintendent for Lake Washington School District will visit Cascadia for a meeting with Eric and Dr. Levett and will tour the campus.
- December 12th 12:30-1:30 – Five Star Consortium Presidents Lunch
- December 14th 6:00-8:00 – Trajal Hospitality College (THJC) Graduation
- January 9th 6:30-8:00 – UWB/Cascadia co-hosting a legislative town hall for three legislators to talk about the upcoming legislative session. Eric will send the details to the trustees in case they wish to attend.

President Murray also recognized and thanked Dr. Todd Lundberg for his contributions to the college. Dean Lundberg's last day with Cascadia is Friday, January 11th.


10. OTHER BUSINESS/ANNOUNCEMENTS

- December 12th 4:00-6:00 - BOT Winter Retreat to be held at Chair Dr. Miller's
- January 9th 4:00-6:00 – Special BOT meeting in CC2-261 to discuss/write President's evaluation.
- January 16th 4:00-6:30 Regular Board Meeting

11. MEETING ADJOURNMENT

Chair Dr. Julie Miller adjourned the regular meeting at 5:45 p.m.

12. Minutes Approved and Adopted on January 16, 2019.



Dr. Julie Miller, Board Chair

Attest:



Dr. Eric Murray, President