

**Minutes  
Regular Meeting  
Cascadia College Board of Trustees  
February 20, 2019**

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

**BOARD OF TRUSTEES**

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

**EXECUTIVE STAFF**

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

Glenn Colby, Gordon Dutrisac, Lyn Eisenhour, Dr. Misty Anne Winzenried, and Yukari Zednick present.

**EXECUTIVE SESSION**

No Executive Session was scheduled for this meeting.

**CONVENED TO PUBLIC SESSION AT 4:02 P.M.**

**1. CALL TO ORDER**

Chair Dr. Julie Miller called the meeting to order at 4:02 p.m.

**2. CONSENT AGENDA**

Item added to agenda: Extension of the President's Contract-Dates Corrected, was added as an action item.

**Chair Dr. Julie Miller asked for approval of the consent agenda with one action item added. Trustee Janet McDaniel made a motion to approve the consent agenda and Trustees Mike Kelly seconded the motion. Hearing no objections the consent agenda was approved.**

**3. PUBLIC COMMENTS**

There were no public comments.

**4. INTRODUCTIONS OF NEW EMPLOYEES**

The following new employees were introduced to the Board:

**President's Office**

John Eklof, Executive Director of Equity & Inclusion

## **Student Learning & Success**

Dr. Misty Anne Winzenried, Interim Dean for Student Learning

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

There were no staff promotions announced by E-Team members.

### **5. INFORMATION ITEMS**

#### 2019 President's Work Plan

President Murray shared his 2019 President's Work Plan (January 2019 through December 2019). The plan lists four major sections:

Section 1: Academic Success

Section 2: Strategy and Vision

Section 3: External Engagement

Section 4: Management/Internal Relationships

#### Recommendations for 2019-2020 Faculty Sabbaticals

After the review of four proposals submitted by faculty, it was determined that the sabbatical achievements presented will further the goals in the strategic plan; consequently the sabbaticals were approved by President Murray and shared with the Board at this meeting. Below is information relating to each sabbatical requested:

David Dorratcague, Tenured Faculty, Senior 1, English as a Second Language (ESL)

Quarter: winter 2020

Topic: Course Revisions: TILT & Accessibility

Natasa Kesler, Tenured Faculty, Biology

Quarter: fall 2019

Topic: Multimedia in Science Communication

David Ortiz – Founding Tenured Faculty, Communication Studies

Quarter: spring 2020

Topic: National Museums

Michael Panitz, Founding Tenured Faculty, Business & Information Technology

Quarters: fall 2019; winter and spring 2020

Topic: Return to Industry & Process Orientated Guided Inquiry Learning

#### Second Quarter Financial Update

Terence Hsiao, VP of Administrative Services updated the Board on the college's expenditures through December 31, 2018.

### **6. DISCUSSION/PRESENTATION ITEMS**

#### New Trustees Recommendations

Two current trustees, Dr. Julie Miller and Ms. Nancee Hofmeister will no longer be serving on the Cascadia Board necessitating the assignment of two new trustees. Ms. Hofmeister's last board meeting will be June 19, 2019 and Dr. Miller's last board meeting will be September 25, 2019. Dr. Miller and President Murray met with 6 trustee candidates and they will discuss the candidates with the trustees and together they will come to a decision on which two candidates will be nominated and recommended to the Governor's office as new trustees for the Cascadia College Board of Trustees.

### Strategic Plan Deep Dive: Student Success: Reducing the Transitional Pipeline

A presentation on student success: reducing the transitional pipeline was a collaboration of the Office of Institutional Research, Math, English, Enrollment Services and Transitional Studies was presented to the Board by Dr. Levett, VP of Student Learning & Success. The presentation highlights follow:

- Why this matters to students
- What we have been doing in Placement
- Impact for Students (English)
- Alternative Measures – English
- The presentation also noted the theme, subtheme, goal, indicator and data for Indicators 1A-1a, 1A-1b, 1A-2b, and 1B-2a in the Strategic Plan.

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

### Enrollment Report/Update

Cascadia's enrollment patterns are changing, this presentation provided the Board with an understanding of the College's historic enrollment patterns, how they are changing and the degree to which the College can influence them. Enrollment changes have financial implications which the campus community needs to respond to.

Two presentations were given to the Board. The first related to enrollment, the second was a presentation President Murray gave to all employees on 1-31-19 at the Day of Inquiry and Assembly (DIA) explaining how enrollment patterns are changing.

A copy of both PowerPoint presentations can be made available upon request.

### International Program Markets

In 2015-16, more than 60% of ELP enrollments were made up of Chinese students. The number of Chinese students enrolling has rapidly declined over the last few years, diminishing our numbers in the English program. While the college's international college enrollments have remained relatively stable, we are beginning to see them drop as a result of the dip in our ELP program. Historically, approximately 60% of students enrolled in ELP matriculate into our college program.

Yukari Zednick, Director of International Programs, gave the board an overview of the countries in which Cascadia is currently recruiting and/or planning to recruit. She explained how we are evaluating both our current, new, and prospective markets to determine which markets make sense for Cascadia to focus on.

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

### Capital Projects Update

The purpose of the Capital Projects Update PowerPoint presentation was to update the Board on the status and issues associated with the College's current major capital projects, the Corporation Yard, the West Garage and the new STEM building.

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

## **7. RECOMMENDED ACTION ITEMS**

### Extension of the President's Contract- COLA Dates Correction

The Board of Trustees took action on the extension of the President's employment contract in their January 16<sup>th</sup> meeting, however, the dates reflected in the 2019 President's Contract Addendum COLA dates were incorrect. A new addendum with corrected COLA dates was presented to the Board for action at this meeting:

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**Chair Dr. Julie Miller asked for a motion to approve the 2019 President's Contract COLA dates corrected addendum. Trustee Janet McDaniel made a motion to approve the corrected addendum and Trustee Mike Kelly seconded the motion. Hearing no objections the 2019 President's Contract COLA dates corrected addendum was approved by the Board of Trustees.**

## 8. REPORTS

Cascadia Student Government Report: CSG President Seth Smith shared with the Board that some items noted in his report were either cancelled or postponed due to the week of inclement weather closures and the college being closed. Some items will be rescheduled. He explained that the Job Shadowing Program will begin in Winter Quarter and there has been good interest for this program.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty commented that the faculty are looking at ways to be better prepared for teaching alternatives due to inclement weather closures. Faculty did a great job of communicating to students on missed classes and required assignments. They came up with very creative alternatives due to the missed classes.

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 next month's Board Meeting will have a 1 hour 30 minute Executive Session (from 4:00-5:30) for (4) tenure track faculty conversations. The regular Board meeting will commence from 5:30-6:30.

## 9. OTHER BUSINESS/ANNOUNCEMENTS

Tenure Track Faculty Portfolios will be available for the trustees review on Monday, April 1<sup>st</sup>. Tenure Track Faculty Actions for Tenure will take place at the May 22<sup>nd</sup> Board meeting.

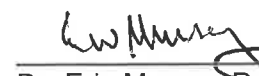
## 10. MEETING ADJOURNMENT

Chair Dr. Julie Miller adjourned the regular meeting at 5:54 p.m.

## 11. Minutes Approved and Adopted on March 20, 2019.

  
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Roy Captain, Board Vice-Chair

Attest:

  
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Dr. Eric Murray, President

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