

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

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

**BOARD OF TRUSTEES**

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

**EXECUTIVE STAFF**

John Eklof, Terence Hsiao, Dr. Kerry Levett, Marty Logan and Dr. Eric Murray present.  
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, Lyn Eisenhour, Noah Overby, Becky Riopel, Bethany Tegt, and Dr. Erik Tingelstad present.

**EXECUTIVE SESSION**

**The Board met for a two hour Executive Session** to discuss number **2** below and/or any of the issues listed below:

- (1) to receive and evaluate complaints against a public officer or employee;
- (2) **to evaluation 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 5:30 P.M.**

**1. CALL TO ORDER**

Vice Chair Roy Captain called the meeting to order at 5:31 p.m.

## 2. CONSENT AGENDA

Vice Chair Roy Captain asked for approval of the consent agenda. Trustee Mike Kelly made a motion to approve the consent agenda and Trustee Janet McDaniel 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 employee was introduced to the Board:

### Student Learning & Success

Bethany Tegt, Instructional Classroom & Support Technician II

The Board welcomed the new employee and wished them well in their position at the College.

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

## 5. INFORMATION ITEMS

### STEM 4 MOU

Since the summer of 2018 when UW Bothell informed Cascadia of its interest in developing a joint STEM facility we have been working towards developing a shared understanding of how the building would be designed and operated. President Murray reviewed with the Board the MOU which was approved by both UW Bothell and Cascadia College. We believe that the MOU lays the foundation for a successful collaboration on our joint STEM building.

### Emergency Team Overview

The BOT requested an overview of the procedure that is followed in the event of an emergency or anticipated impact on campus. President Murray reviewed the procedure that the Executive Team follows in the event of an emergency. President Murray also shared the UW Bothell/Cascadia College Issue/Climate Communication Protocol flow chart that was developed in May of 2018.

## 6. DISCUSSION/PRESENTATION ITEMS

### Revisit Yearly Topics and Finance Committee Suggestion

A summary of the April, May and June Board meetings topics was shared with the Board to remind them of all the items we need to cover for the remainder of the academic year.

President Murray also discussed his suggestion to convene a Board Finance Committee to insure the Board received the detail and analysis needed regarding the budget information and decision making. The Finance Committee would be made up of two trustees and would meet in April and May to go through the details of the college's budget challenges and recommendations.

The Board agreed to convene a Board Finance Committee with Trustee Mike Kelly and Trustee Nancee Hofmeister sitting on the committee.

### Budget Briefing I

Terence Hsiao, VP of Administrative Services gave the first briefing to the Board on the 2019-2020 budget. The intent of the presentation was to provide the Board with financial context prior to its consideration of the proposed 2019-2020 budget. The following topics were covered:

- Washington State finances and higher education funding implications
- SBCTC's allocation model for the distribution of state funding to community colleges
- Enrollment projects and revenue implications
- Known non-discretionary expense increases
- Cascadia's replacement plans and opportunities for reducing their cost

Next steps:

- Make changes to the budget
- Balance next year's budget shortfall of 1.4-1.8 million
- Next month, bring back to the Board what the reserves will be designated for and/or how the shortfall will be covered

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

## **7. RECOMMENDED ACTION ITEMS**

### Summer Technology Replacement Budget Approval (1<sup>st</sup> Read/Action)

The Board of Trustees were asked to take action on 5 ePodiums due for replacement. The ePodiums in question are not ADA compliant and we plan to replace them with ADA compliant furniture. The total cost of replacing the ePodiums is \$385,000.

**Vice Chair Roy Captain asked for a motion to approve the Summer Technology Replacement Budget for \$385,000. No motion was received by the Board and this item was not approved at this time. The Board asked for additional budget information before approving this item.**

## **8. REPORTS**

Cascadia Student Government Report: CSG President Seth Smith shared with the Board that the clubs are doing great things and the RSA Committee is having their hearing next month.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty commented that the Engineering Bridge Projects completed by the students were great presentations. Faculty are excited about the 4 tenure track faculty on their way to tenure and we have two big professional development days coming.

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.

***It was at this time (6:30 p.m.) that Vice Chair Roy Captain had to leave the meeting and he handed the gavel over to Trustee Janet McDaniel to finish the meeting.***

President's Report:

President Murray will be in Olympia reviewing budgets.

**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**

Trustee Janet McDaniel adjourned the regular meeting at 6:40 p.m.

**11. Minutes Approved and Adopted on April 17, 2019.**

  
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Dr. Julie Miller, Board Chair

Attest:

  
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Dr. Eric Murray, President

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