

**Minutes
Regular Meeting
Cascadia College Board of Trustees
April 17, 2019**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

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

WPEA Representative – Marah Selves present.

AUDIENCE

Erin Blakeney, Glenn Colby, Gordon Dutrisac, Kayleen Gill, Danielle Gohr, Lelia Olson, Becky Riopel, Michelle Tan, Dr. Erik Tingelstad, Patrick Wall, and Dr. Misty Anne Winzenried present.

EXECUTIVE SESSION

The Board met for a 15 minute 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 4:20 P.M.

1. CALL TO ORDER

Chair Dr. Julie Miller called the meeting to order at 4:20 p.m.

2. CONSENT AGENDA

Information Item United Way of King County Low Income Tax Clinic was moved to Discussion/Presentation Items section of the agenda.

Chair Dr. Julie Miller asked for approval of the consent agenda with this one change. Trustee Janet McDaniel made a motion to approve the consent agenda and Trustee 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:

Student Learning & Success

Kayleen Gill, Office Assistant 3, Student Financial Services

Administrative Services

Ben Setzer, Fiscal Analyst 1, Finance Department (*Ben was not present so Marty Logan gave the Board information on Ben's background etc.*)

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

Kodiak Cave – Cascadia's Food Resource Center

Becky Riopel, Director of Student Life and Danielle Gohr, Graduate Intern gave the Board a snapshot of what the Kodiak Cave, Cascadia's food Resource Center offers our students. They reviewed what types of food the Kodiak Cave offers, student demographics, programming initiatives, community outreach, education initiatives and future plans for the Food Resource Center. The Board was very impressed with the report and thanked Danielle Gohr for her excellent coordination of this important resource for our students.

Accreditation Update

Dr. Kerry Levett, VP of Student Learning and Success was not present at this meeting, however she submitted a written accreditation update to the Board. In her submission, she noted the accreditors' visitation dates of April 22-24, 2020, information on the accreditation steering team (AST), other actions, and a Year 7 Self-Evaluation Timeline beginning with spring 2019 and running through June 2020. Dr. Levett also included draft 2020 Standards for Accreditation information.

2018 Audited Financial Statement

Cascadia's financial statement for fiscal year 2018 was audited by the State Auditor's Office and found to be in conformance with Government Auditing Standards. In the auditor's opinion the financial statement fairly reflected the financial position of the College as of the end of the 2018 fiscal year. The complete auditor's report was attached for the Board's review.

Trustee Mike Kelly commented that he attended the Audit Exit Conference on behalf of the Board and there were no problems noted and they gave the college a glowing report.

6. DISCUSSION/PRESENTATION ITEMS

United Way of King County Low Income Tax Clinic

Tenure Track Faculty Lelia Olson gave the Board a presentation on how each year, United Way volunteers help thousands of low-income people prepare their taxes. From January

through April, United Way volunteers offer free, walk-in tax preparation at various site across King County. A new site was opened this year on the UWB/Cascadia campuses.

On two Saturdays in January, twenty-four UWB and Cascadia students were trained by United Way at Cascadia. These students volunteered for a weekly 4 hour shift at various sites in King County. Two Cascadia students, Patrick Wall and Michelle Tan were present to relay to the Board their experiences on this clinic and Lelia commended the students for all their hard work and coordination of the clinic. The Board had heard about this clinic in Lelia Olson' tenure conversation the month earlier and they were eager to hear from the students what they learned from the clinic. The students gave wonderful examples of what they learned. The Board thanked Lelia and the students for taking the time to come to the meeting and Trustee Janet McDaniel commented that if the students needed a letter of support from the Board for their involvement in this clinic and it would be provided.

Revenue Report

President Murray gave the Board a presentation on the research conducted over the past 18 months on possible revenue sources. Interviews were conducted with college stakeholders, including City Managers, the business community, and the campus community. Ideas were generated and reviewed and the Board was given a listing of possible revenue opportunities considered. The President highlighted current college revenue sources, revenue control, and information on how we explore new revenue options.

A copy of President Murray's PowerPoint presentation can be made available upon request.

Budget Briefing II

President Murray gave a budget briefing to the Board on the 2019-2020 budget and gave the Board a summary of college revenues for their review. The intent of the presentation was to provide the Board with financial context prior to its consideration of the proposed 2019-2020 budget.

7. RECOMMENDED ACTION ITEMS

WAC Revision – Chapter 132Z-116 Parking & Traffic Rules (1st Read)

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 will be held at 10:00 a.m. on Wednesday, April 24th in the North Creek Events Center. Comments brought forth in the Public Hearing will be shared with the Board for their review at their May 22nd meeting before taking final action on the WAC revisions.

Summer 2019 Science Lab Maintenance Plan (1st Read/Action)

Dr. Kerry Levett, VP of Student Learning & Success presented to the Board the needs for the Summer 2019 Science Lab Maintenance Plan. The Science Lab Maintenance Plan aims at sustaining the level of support the College provides for students in STEM programs. The plan is based on an inventory of equipment across the labs and an assessment of the condition of the equipment. This plan provides for scheduled replacement of the models, simulations, and demonstrations that are part of day-to-day instruction as well as the lab equipment used by students. The schedule also provides for the maintenance and eventual replacement of major equipment such as autoclaves and freezers.

Chair Dr. Julie Miller asked for a motion to approve the summer 2019 Science Lab Maintenance Plan. Trustee Janet McDaniel made a motion to approve the Summer 2019 Science Lab Maintenance Plan and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the Summer 2019 Science Lab Maintenance Plan for a total of \$8,400 was approved by the Board of Trustees.

8. REPORTS

Cascadia Student Government Report: CSG President Seth Smith was absent.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty shared that the faculty have their entire teaching year mapped out. The CCCFT is co-sponsoring a Faculty/Classified lunch.

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 shared with the Board that he and Marty Logan, Interim VP of Administrative Services/HR met with the WPEA shop stewards and they stated that there is anxiety around campus due to the changes in leadership and the budget reduction implications. Also, due to low enrollments there have been concerns expressed by faculty because there are 48 less sections being offered this upcoming year. The President expressed his appreciation to the staff and unions and as we move through these challenging times on campus.

9. OTHER BUSINESS/ANNOUNCEMENTS

10. MEETING ADJOURNMENT

Chair Dr. Julie Miller adjourned the regular meeting at 5:24 p.m.

11. Minutes Approved and Adopted on May 22, 2019.


Dr. Julie Miller, Board Chair

Attest:


Dr. Eric Murray, President

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