

**Minutes
Regular Meeting
Cascadia College Board of Trustees
June 19, 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

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

Alan Smith (AAG) present.

Vicki Newton (recorder) present.

AREA REPRESENTATIVES

CCCFT Representative – Sharon Saxton, Senior 2 Tenured Founding Faculty absent.

Student Representative – Seth Smith, CSG President present.

WPEA Representative – Marah Selves absent.

AUDIENCE

Erin Blakeney, Glenn Colby, Mark Collins, Gordon Dutrisac, Lyn Eisenhour, and Dr. Erik Tingelstad present.

EXECUTIVE SESSION

The Board met in a 1 hour 30 minute Executive Session from 2:30-4:00 p.m. to discuss number 2 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 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 4:00 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 include one Action Item: To amend the President's Contract to include the cost-of-living adjustments provided for exempt staff effective July 1, 2019.

Chair Dr. Julie Miller asked for approval of the consent agenda with the change noted. Trustee Janet McDaniel made a motion to add the action item to amend the President's Contract and Trustee Nancee Hofmeister seconded the motion. Hearing no objections, the Board approved the consent agenda with the one added action item.

3. PUBLIC COMMENTS

There were no public comments.

4. INTRODUCTIONS OF NEW EMPLOYEES

There were no new employees to introduce to the Board and there were no employee promotions to share with the Board by E-Team members.

5. INFORMATION ITEMS

None

6. DISCUSSION/PRESENTATION ITEMS

2018-2019 Board Self-Assessment Process

Two years ago, Mr. Glenn Colby, Director of Institutional Research, spent time reviewing assessment tools and produced an on-line assessment for the Trustees to use. The Board received the survey report analysis from last year asking if they wished to change anything on the survey. The Board had no changes and agreed to continue using the document as presented. Mr. Colby will open the survey for Board response on Wednesday, June 24th and will close it on Friday, July 12th. He will then provide a comparison review for the Board to discuss at their September 9th summer board retreat.

Equity & Inclusion Action Plan Update (1st Read)

John Eklof, Executive Director of Equity & Inclusion (EDEI) gave the Board an update of the E&I Action Plan with the following highlights:

The E&I Action Plan information came from five components:

- Qualitative data gathered from previous DIAs and Cavolines
- Qualitative data gathered by the EDEI on a campus wide listening tour
- Campus-wide input from Cascadia's recent DIA
- Official recommendations and action items to the EDEI from the E&I Council
- The EDEI wrote the E&I Action Plan considering all recommendations and action items brought forth from the E&I Council

The E&I Action Plan contains four areas of foundational pillars:

- Student Success
- Employee Success
- Classroom and Curriculum
- Policies and Practice

Under each pillar, there are action items as follows:

- A brief description
- Area of responsibility
- Prospective start and end date
- How it will be accomplished
- Intended outcome

Currently, the Executive Team is evaluating which college area will be responsible for each action item and prioritizing the order of implementation of each action item. The EDEI will

present to the Board an example action item in each pillar and will present a draft E&I Action Plan (2nd Read) to the Board at the September 25th Board meeting with a (3rd Read/Action) proposed for the October 16th Board meeting.

7. RECOMMENDED ACTION ITEMS

President's Contract Amendment

Action item added to the agenda. The President's Contract will be amended to include the cost-of-living adjustments to be provided for exempt staff effective July 1, 2019.

Chair Dr. Julie Miller asked for a motion to amend the President's Contract to include the cost-of-living adjustments provided for exempt staff effective July 1, 2019. Trustee Nancee Hofmeister made a motion to amend the President's Contract and Vice Chair Roy Captain seconded the motion. Hearing no objections the Board of Trustees approved the amendment to the President's contract.

2019-2020 College Operating Budget (2nd Read/Action)

The 2019-2020 College Operating Budget is complete. This year, a new budget model was developed and all revenues and expenses estimated. The State Board delivered specific allocation numbers and tuition numbers. Below are the projected numbers for the College Operating Budget for 2019-2020:

	PROJECTED 18-19	PROJECTED 19-20
GENERAL OPERATIONS		
Revenue		
State Allocation	11,061,479	11,874,638
Tuition	9,890,618	9,992,067
Bachelor's	121,022	287,865
International	3,591,940	3,094,162
Other	96,000	958,400
TOTAL	24,761,059	26,207,132
Expenses 2019-20		
Salaries		13,557,682
Benefits		4,842,275
Operations		7,613,072
Operating Increases		222,000
Operating Savings		(78,890)
TOTAL	24,338,421	26,156,139
GRAND TOTALS		
Revenue	24,761,059	26,207,132
Expenses	24,338,421	26,156,139
NET	422,638	50,993

CURRENT DRAW DOWN ON RESERVES: 601,518

President Murray explained that this worksheet would include a variance column when presenting quarterly budget updates to the Board at future meetings.

Chair Dr. Julie Miller asked for a motion to approve the 2019-2020 College Operating Budget. Trustee Nancee Hofmeister made a motion to approve the 2019-2020 College Operating Budget as presented and Trustee Mike Kelly seconded the motion. Hearing no objections the Board of Trustees approved the 2019-2020 College Operating Budget.

2019-2020 Student Fee Proposals (2nd Read/Action)

Dr. Kerry Levett, VP of Student Learning & Success requested the Board approve the following student fees.

Fee Elimination:

Application Fee

- **Recommendation:** Eliminate the application fee of \$30 starting October 1, 2019.

New Fees:

Industry Recognized Certification Fee.

- **Recommendation:** Enact \$35 per 5-credit course fee effective July 1, 2019.

Replacement Diploma Fee

- **Recommendation:** Enact \$5.00 fee effective July 1, 2019 [This approximately covers average costs for document generation and shipping].

Fee Change:

Art Courses Fee

- **Recommendation:** Increase the course for Art 120 – Intro to Graphic Design from \$12 to \$50.

Chair Dr. Julie Miller asked for a motion to approve the student fees as presented. Vice Chair Roy Captain made a motion to approve the student fees and Trustee Janet McDaniel seconded the motion. Hearing no objections the Board of Trustees approved the student fees as presented.

2019-2020 Board of Trustees Meeting Dates (1st Read/Action)

The Board of Trustees reviews and approves the proposed meeting schedule for the upcoming academic year.

Chair Dr. Julie Miller asked for a motion to approve the 2019-2020 Board of Trustees meeting dates as presented. Trustee Janet McDaniel made a motion to approve the 2019-2020 Board of Trustees meeting dates and Trustee Mike Kelly seconded the motion. Hearing no objections the Board of Trustees approved the 2019-2020 meeting dates.

7. REPORTS

Cascadia Student Government Report: CSG President Seth Smith commented that one of his favorite parts of being president was attending the BOT meetings. He thanked the Board for the experience and he publicly thanked Becky, Shandy, and Kirk for all their support, dedication and guidance throughout this past year to all of Student Government.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton absent.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves absent.

Chair and Individual Board Members Reports:

Nothing to report.

President's Report:

President Murray reminded the Board that after this meeting, there will be a dinner to thank Trustee Nancee Hofmeister for her 5 years of service to the college. He also thanked Chair Dr. Julie Miller for offering to hold the September 9th Board Summer Retreat at her residence. More information will be forthcoming on the retreat via email.

8. OTHER BUSINESS/ANNOUNCEMENTS

President Murray announced and acknowledged the newly established **“Miller-Hofmeister Scholarship for Women in STEM”** through the Cascadia College Foundation. He thanked Chair Dr. Julie Miller and Trustee Nancee Hofmeister for this wonderful offering to the college and our students. In addition, the foundation gave Dr. Miller and Trustee Hofmeister a certificate of appreciation for establishing this new scholarship.

President Murray explained that the **Board letter to the University of Washington, Board of Regents** needed a couple changes before finalizing it. The Board letter to the President of the University of Washington comments on the great relationship Cascadia College has with the University of Washington, Bothell. The letter highlights a number of UWB staff who have been instrumental in making sure Cascadia College is included in important decision making for a number of co-location efforts.

President Murray thanked the Trustees who attended the **“Legislative Thank You Reception”** at his residence and thanked Trustee Kelly and Trustee Hofmeister for their work on the **Board Finance Sub Committee**. He appreciated their efforts and questions on the process.

President Murray **publicly thanked Trustee Nancee Hofmeister** for her 5 years of service to Cascadia College and wished her well in her retirement. Other trustees offered the following comments to Trustee Hofmeister:

- Chair Miller thanked Trustee Hofmeister for her competence in decision-making and her perspective on difficult issues and how to resolve those issues effectively.
- Vice Chair Captain thanked Trustee Hofmeister for being an exceptional mentor to a new Trustee.
- Trustee McDaniel thanked Trustee Hofmeister for the outstanding professionalism that she brought to the Board.
- Trustee Kelly thanked Trustee Hofmeister for her involvement on the Board and was pleased to work with her over the past 5 years.
- Trustee Hofmeister stated that she appreciates the direction that President Murray is taking the college and that she enjoyed the experience of being a Board Trustee for Cascadia College and she wished the Board success with the new trustees.

9. MEETING ADJOURNMENT

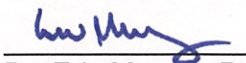
Chair Dr. Julie Miller adjourned the regular meeting at 4:55 p.m.

10. Minutes Approved and Adopted on September 25, 2019:



Dr. Julie Miller, Board Chair

Attest:



Dr. Eric Murray, President

