

**Minutes
Regular Meeting
Cascadia College Board of Trustees
September 19, 2018**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

Terence Hsiao, Dr. Kerry Levett, Martin Logan, Dr. Eric Murray, and Vicki Newton present.
Meagan Walker absent.

Alan Smith (AAG) present.

AREA REPRESENTATIVES

CCCFT Representative – absent.
Student Representative – Seth Smith, CSG President present.
WPEA Representative – Marah Selves present.

AUDIENCE

Erin Blakeney, Glenn Colby, Gordon Dutrisac, Bryan Fauth, Haley Green, Ryan Higgins, Dr. Todd Lundberg, Heather Mueller, Becky Riopel, Katie Rousso, Dr. Erik Tingelstad, Jerry Vasquez, Amy Yi, and Yukari Zednick were present.

1. EXECUTIVE SESSION

There was no Executive Session scheduled for this meeting.

CONVENED TO PUBLIC SESSION AT 4:03 P.M.

2. CALL TO ORDER

Chair Janet McDaniel called the meeting to order at 4:03 p.m.

3. CONSENT AGENDA

Chair Janet McDaniel asked for approval of the consent agenda. Trustee Roy Captain made a motion to approve the consent agenda and Trustee Mike Kelly seconded the motion. Hearing no objections the consent agenda was approved.

4. PUBLIC COMMENTS

There were no public comments.

5. INTRODUCTIONS OF NEW EMPLOYEES/CSG

The following new employees and CSG officers were introduced to the Board:

Human Resources

Karina Castro – HR Generalist Assistant

Student Learning & Success

Dr. Kerry Levett – Vice President of Student Learning & Success
Ryan Higgins – Classroom Support Technician - Chemistry

Katie Rousso – Program Specialist 2 – Workforce Education Office
Bryan Fauth – Assistant Director, Disability Support Services
Jerry Vasquez - Academic Advisor, Completion & Retention Specialist

College Relations & Advancement

Amy Yi – Program Assistant in International Programs
Heather Mueller – International Student Advisor in International Programs

The following staff promotions were shared with the Board by E-Team Members:

Paul Lee – Assistant Director for Student Financial Services (KL)
Sydney Baker – Program Coordinator for International Programs (MW)

President Murray asked the new CSG Officers to come forward and be sworn in:

Cascadia Student Government (CSG)

Seth Smith – President
Aylar Atadurdyeva – Vice President
Renee Witherspoon – Director of Budget & Finance
Melissa Barker – Director of Government Relations (absent)
Han Jackson – Director of Pluralism & Inclusion
Mitch Blanchard – Director of Public Relations & Technology
Evan Schroeder – Director of Healthy & Sustainability

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

6. INFORMATION ITEMS

2017-2018 Operating Results

Terence Hsiao, VP of Administrative Services explained to the Board for the fiscal year ending June 30, 2018 college operations generated total revenues of \$23,481,923 with \$219,621 (1%) less than budgeted. Expenses totaled \$21,835,694 with \$945,766 (4%) less than budgeted. Net Revenue was \$1,646,229. Reserve expenditures totaled \$1,296,900 with \$837,177 less than budgeted. The College accordingly realized a gain of \$349,329 on \$23,481,923 in revenues, equivalent to 1.5% of revenues.

7. DISCUSSION/PRESENTATION ITEMS

2018-2019 Exempt Staff Sabbatical Information.

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

Below are sabbatical highlights Terence Hsiao shared with the Board this month:

- Visited Whatcom, Wenatchee, Centralia and Tacoma Community College's.
- Shared ideas, compared operations and learned about ctcLink implementation issues.

What he found was different choices account for a lot of institutional variation. Cascadia may want to explore:

- IS - Our willingness to accept more risk, older technology and less in the way of information services support.
- Security - Whether, knowing the opportunity costs, our investments in public safety are the tradeoffs we want to make.
- Finance - Whether we need to invest more in the finance function.

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

The second administrative staff member, approved for a summer sabbatical, Meagan Walker, VP of College Relations & Advancement will give her sabbatical highlights at the November board meeting.

NWCCU Accreditation Year 7 Self-Study Plan Overview

The Board received a NWCCU Accreditation Year 7 Self-Study Plan Overview from Dr. Kerry Levett, VP of Student Learning and Success.

Dr. Levett shared Mission, Core Themes, Expectations and Outcomes. She also shared the accreditation cycle, what mission fulfillment means, primary functions to coordinate and an overview of the schedule.

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

8. RECOMMENDED ACTION ITEMS

Amended 2018-2019 Board of Trustees Meeting Dates (1st Read/Action)

The Board of Trustees reviews and agrees upon dates for scheduled Board of Trustees meetings for the upcoming year. Some meeting dates changed due to scheduling conflicts. The Board was asked to approve the amended meeting schedule for the 2018-2019 academic year. The Board made one change to the proposed schedule. They asked the 2019 Summer Retreat be changed from August 21st to September 9th.

Chair Janet McDaniel asked for a motion to approve the Amended 2018-2019 Board of Trustees meeting dates schedule (with the August date change). Trustee Nancee Hofmeister made a motion to approve the Amended 2018-2019 Board of Trustees meeting dates schedule and Trustee Mike Kelly seconded the motion. Hearing no objections the Amended 2018-2019 Board of Trustees meeting dates were approved.

2018-2019 Nomination of the Board of Trustees Chair and Vice Chair (1st Read/Action)

At the September Board meeting, the Board nominates trustees for chair and vice chair. Once the nominations have been accepted, the Board elects the newly slated officers for the upcoming year and they start their term at the October board meeting.

Chair Janet McDaniel announced that trustee Dr. Julie Miller will be the new Chair and trustee Roy Captain will be the new Vice Chair for 2018-2019.

Chair Janet McDaniel asked for a motion to nominate trustee Dr. Julie Miller as Chair and trustee Roy Captain as Vice Chair for 2018-2019. Trustee Nancee Hofmeister made a motion to approve the nominations and trustee Mike Kelly seconded the motion. Hearing no objections the nominations were approved and the new Chair and Vice Chair for 2018-2019 will be Dr. Julie Miller and Roy Captain.

2018-2019 Legislative Acting Committee BOT Representative (1st Read/Action)

Annually, the Association of College Trustees (ACT) requests each college submit their Legislative Action Committee BOT representative for the upcoming Legislative Session.

Chair Janet McDaniel agreed to be the 2018-2019 Legislative Action Committee BOT Representative.

Chair Janet McDaniel asked for a motion to nominate herself as the 2018-2019 Legislative Action Committee BOT Representative. Trustee Mike Kelly made a motion to approve the nomination and Vice Chair Dr. Julie Miller seconded the motion. Hearing no objections the nomination was approved and the 2018-2019 Legislative Action Committee BOT Representative will be trustee Janet McDaniel.

9. REPORTS

Cascadia Community College Federation of Teachers (CCCFT): No new CCCFT President has been announced.

Cascadia Student Government Report: New CSG President Seth Smith reported to the Board that their Jumpstart Orientation had 300 new students in attendance. They had icebreakers and learned about student resources available on campus. The Textbook Accessibility Program is in its second year and they have an inventory of over 500 textbooks to distribute. They have been setting their goals for the upcoming academic year and next month he will share the goals in his report to the Board.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves was present and had nothing to add to her report that was submitted in the Board packet.

Chair and Individual Board Members Reports:
No reports were shared.

President's Report:
President Murray had nothing to add but that fall classes start next Wednesday.

10. OTHER BUSINESS/ANNOUNCEMENTS

President Murray thanked Chair Janet McDaniel for her excellent leadership this past academic year as Board Chair and he highlighted a few items the BOT acted upon during the year:

- Acceptance of Bock Family Bequest
- Naming of the John & Margaret Bock Learning Center
- Cascadia College Foundation Articles Amended
- Campus Master Plan Approved
- Title IX Procedures
- 5 Tenure Awards
- Protocols for the College President's Absence
- Change in Cascadia College's Value Language
- 7 Strategic Plan Deep Dives
- 2018-2021 College Bargaining Agreement Amendments

11. MEETING ADJOURNMENT

Chair Janet McDaniel adjourned the regular meeting at 4:45 p.m.

12. Minutes Approved and Adopted on October 17, 2018.



Dr. Julie Miller, Board Chair

Attest:



Dr. Eric Murray, President

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