

**Minutes
Regular Meeting
Cascadia College Board of Trustees
February 19th, 2020**

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

BOARD OF TRUSTEES

Chair Roy Captain, Vice Chair Janet McDaniel, Mike Kelly, Dr. Meghan Quint and Dr. Colleen Ponto present.

EXECUTIVE STAFF

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

Alan Smith (AAG) present.

Lily Allen (recorder) present.

AREA REPRESENTATIVES

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

Student Representative – Aarushi Sahai, EAB Advocacy Chair present.

WPEA Representative – Marah Selves, Administrative Services Manager present.

AUDIENCE

Erin Blakeney, Sara Gomez Taylor, Erik Tingelstad, Kristen Buck, Scott McKean, David Shapiro, Chris Byrne, Corbin Quint, Katherine Horine, Peg Harbol, present.

EXECUTIVE SESSION

The Board will meet in a thirty 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 4:30 P.M.

1. CALL TO ORDER

Chair Roy Captain called the meeting to order at 4:00 p.m.

2. CONSENT AGENDA

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 trustees approved the agenda.

3. PUBLIC COMMENTS

There were no public comments.

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

- The following new employees were introduced to the Board:

Student Learning – Curriculum and Scheduling Office

Jacqueline Webb, Office Assistant 3

Student Learning - Transfer

Katherine Horine, Administrative Assistant 3

- Kristen Buck is the new Academic Advisor and Career & Transfer Specialist and will oversee the development of Career and Transfer resources for our students. She is not new to Cascadia, she has been a part-time Advisor here for the past four years, and before that worked in Enrollment Services for eight years. She is a graduate of UW Bothell, and was a student in Cascadia's inaugural year in 2000. She lives in Duvall with her husband and two young boys. Congratulations to Kristen.

5. INFORMATION ITEMS

Tenure Update

President Murray gave a tenure update to the board, including the three candidates and the tenure timeline.

Recommendations for 2020-2021 Faculty Sabbaticals

The Board received recommendations for the 2020-2021 Faculty Sabbaticals. The College has had the ability in recent years to set aside money for faculty sabbaticals from the revenues generated by the International Programs division of the college. The current year sabbaticals (2019-20) were written into the operating budget. Next year's sabbaticals will be funded out of "reserves".

The current eight sabbatical requests have been approved, for a total of \$75,000. Eight requests are a lot for one year, but we have spaced them out over the year so as not to have a huge impact on any one quarter. The chart below will indicate each faculty member, their discipline, the number of quarters of sabbatical and a brief summary of their activity.

Faculty Discipline	Qtrs Away Summary		
Gail Alexander	ETSP	1	Prepare for and obtain two sustainability credentials offered through International Society of Sustainability Professionals (ISSP) and develop her community engagement skills by completing a training in the Pomegranite Method.
Dr. Lindsay Custer	Soc Sci	1	Contemporize Gender and Society course materials; develop the IL component of the Contemporary Japan course; reengage with specialization: Feminism in Japan, publish; push academic comfort zone to renew love of teaching
Marc Hyman	Bus	2	Complete Data Science coursework recommended by the Institute for Management Accountants (IMA) that will satisfy continuing education requirements for Marc's CMA license.
Mohan Raj	Nat Sci	2	Complete an OER text for Linear Algebra engineering classes.
Sadie Rosenthal	Nat Sci	2	Complete training in photography to create a free lab manual for Cascadia students; complete scholarly studies in Biology pedagogy, particularly with multimedia supports and resources; present at a scholarly conference.

Midori Sakura	Nat Sci	2	Stanford 4-7 week scholarly collaboration on Environmental science; Envs 120 curriculum update using IL principles, research in Japan on soil; update general earth science knowledge; create video series on soils and geology
Dr. Brian Bansenauer	BIT	3	Research and writing a book on teaching as a generative activity, building connections between area businesses and our MoBAS program, including the continued development of his own App Building skills
Dr. Peg Harbol	Nat Sci	3	Conduct chemical research with a local university; review successful undergraduate research and faculty to plan an experiment-based general

Dr. Eric Murray, President was there to answer questions on the information provided to the Board. The Board had no questions on the material presented.

ctcLink Update

The Board received an update on ctcLink.

- March 9th go live has been changed to May 11th.
- 2 colleges will still be going live on March 9th, we have been moved to Deployment group 3b.
- There will be a 2 to 5 day black out period before May 11th and then a few days after.
- We are still going live, our staff has been working really hard trying to implement the new systems.
- For the Board meeting in April, we will discuss the finances surrounding ctcLink.
- May 11th is right in the middle of the quarter and right before the registration for summer quarter.

Dr. Eric Murray and Scott McKean, ctcLink Project Manager was there to answer questions on the information provided to the Board.

Accreditation/Strategic Plan Update: Standards and Summaries

In preparation of our peer-review visit in April, summaries of each of the accreditation standards were provided to the board highlighting strengths, vulnerabilities, and opportunities. These documents are for informational purposes and question raising.

Dr. Kerry Levett, Vice President for Student Learning and Success, and Meagan Walker, Vice President for External Relations and Planning was there to answer questions.

5. DISCUSSION/PRESENTATION ITEMS

2018-2019 Post Sabbatical Presentations

As part of the sabbatical contractual requirements, the faculty are asked to submit a final report sharing the value of their leave as it relates to their initial sabbatical objective. Four reports are attached for the Board's review. Two of the faculty members, David Shapiro and Dr. Chris Byrne presented their sabbatical experience.

Dr. Kerry Levett, Vice President for Student Learning and Success was there to answer questions.

Monthly Finance Report

Marty Logan, VP for Administrative Services & HR presented a finance report to the board which included information on the current budget spend down and an audit report. Currently we are 48.85% spent for the allocation this fiscal year, which is on par with the normal spending at this time. Regarding the audit findings, "The College did not have adequate internal controls to ensure it complied with state requirements to adequately safeguard its small and attractive assets." The College had spoken to the auditors before they began letting them know about the lack of internal controls for small and attractive assets. Alan Smith (AAG) commended the College for being open with the auditors and letting them

know ahead of their search. To address the lack of internal controls for small and attractive items, Marty and his team will:

- Communicate with campus about the centralized purchasing model
- Designate a Procurement Specialist
- Complete Physical Inventory Check
- Update our Policy to reflect SAAM Policy

Comments/Questions:

- Mike would like to have the PowerPoint Presentations before the meetings from here on out so he can review.

Marty Logan, VP for Administrative Services & HR was there to answer questions.

6. RECOMMENDED ACTION ITEMS

Extension of President's Contract

Chair Roy Captain asked for approval of the use of the grants awarded to the College through November 2019. Trustee Mike Kelly made a motion to approve the President's Contract and Vice Chair Janet McDaniel seconded the motion. All in favor, no abstains.

7. REPORTS

Cascadia Events & Advocacy Board (EAB): Advocacy Board Chair Aarushi Sahai was present and added she is attending legislative meetings in Olympia with President Murray next week and is looking forward to that experience.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty was present and added that faculty really went above and beyond during the snow closures. Faculty are still trying to improve the process, but they were student centered and carried out decisions to ensure they were equitable.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Administrative Services Manager, Marah Selves was present and did not have anything to add to the report.

Chair and Individual Board Members Reports:

Trustee Dr. Meghan Quint talked about her experience at the ACT Conference. She would like to propose that the trustees use their Cascadia email only, rather than their personal email. She learned at the conference that if using your personal email and a request for information is submitted, they can gain access to your personal email account. Also, we should be using the BCC line in emails to ensure we are not replying to all as that could be considered a meeting.

President Murray will reach out to the trustees individually and figure out what their email preference would be.

President's Report:

- President Murray asked for clarification from Alan Smith (AAG) about open meetings. Alan said that EAS meeting and BOT are subject to the open meeting policy, but all other college meetings are not. President Murray will continue this conversation with the ETeam.

- Lake Washington, Northshore and Riverview School Districts will be sending reps to meet with President Murray and he would like to have trustees attend these meetings.
 - Lake Washington: Roy & Colleen
 - Northshore: Mike & Meghan
 - Riverview: Janet & whoever is available during that timeframe.
- Bothell Town Hall 3-5pm at Mobius Hall on 2-22-2020
- In Fall of 2020 we will have a comprehensive review of all fees here on campus.
- Regarding the Allocation model, we have confirmed we are receiving compensation for the shared employees we have with UWB.
- Bob Tjossem has an endowment for Cascadia College, his wife passed away and we would like to do something for them to honor everything they have done for this school.
- We do have a formal naming policy, but naming the Board Room after them might be a great option.

8. OTHER BUSINESS/ANNOUNCEMENT

None.

9. MEETING ADJOURNMENT

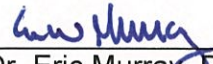
Chair Roy Captain adjourned the regular meeting at 6:07pm

10. Minutes Approved and Adopted on March 18th, 2020:



 Roy Captain, Board Chair

Attest:



 Dr. Eric Murray, President

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