

**Minutes
Regular Meeting
Cascadia College Board of Trustees
September 25, 2019**

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

BOARD OF TRUSTEES

Chair Dr. Julie Miller, Vice Chair Roy Captain, Mike Kelly, Janet McDaniel and Dr. Meghan Quint present.

EXECUTIVE STAFF

John Eklof, Dr. Kerry Levett, 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 – Aarushi Sahai, EAB Advocacy Chair absent.

WPEA Representative – Marah Selves, Administrative Services Manager present.

AUDIENCE

Nureni Adeyemo, Alan Arevalo, Erin Blakeney, Lindsay Burke, Patrick (Fung Pak) Chiu, Glenn Colby, Mark Collins, Lyn Eisenhour, Rose Haskell, Kirk Heynen, Kim Jones, Alex Lee, Abigail Lowrie, Becky Riopel, Dr. Erik Tingelstad, Phu Tran, Kris Van Dyke, and Kristina Young present.

EXECUTIVE SESSION

There was no Executive Session planned for this meeting.

CONVENED TO PUBLIC SESSION AT 4:00 P.M.

1. CALL TO ORDER

Chair Dr. Julie Miller called the meeting to order at 4:00 p.m.

2. CONSENT AGENDA

Chair Dr. Julie Miller asked for approval of the consent agenda. 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 COMMUNITY ENGAGEMENT OFFICERS (CEOs) AND NEW EMPLOYEES/PROMOTIONS:

- Introduction of new Community Engagement Officers (CEOs):

President Murray asked Becky Riopel to introduce the new Community Engagement Officers (CEOs). Ms. Riopel turned the introductions over to the students' advisor Kirk Heynen. Mr. Heynen introduced the following CEOs to the Board.

Student Life

Clara Petersen, Digital Engagement (absent)
Patrick (Fung Pak) Chiu, Outreach & Marketing
Alan Arevalo, Outreach & Marketing
Phu Tran, Graphic Design
Rose Haskell, Graphic Design

- The following new employees were introduced to the Board:

Student Learning & Success

Nureni Adeyemo, BIT Tenure Track Faculty Member
Kim Jones, Kodiak Cave Program Coordinator, Student Life
Abigail Lowrie, Customer Service Specialist 3, Enrollment Services
Kris Van Dyke, ABAWD (Able-Bodied Adult without Dependents) Navigator
Kristina Young, Dean for Student Learning, Transfer/General Education

- There were no employee promotions to share with the Board by E-Team members.

5. INFORMATION ITEMS

Bock Learning Center 2018-2019 Annual Report

The Board received the Bock Learning Center 2018-2019 Annual Report and an Annual Report Comparison for 2018-2019 and 2017-2018. Lindsay Burke, Assistant Director of the Bock Learning Center was present to answer any questions the Board had on this information. The Board had no questions on the material presented and they thanked Ms. Burke for the thorough and informative reports.

6. DISCUSSION/PRESENTATION ITEMS

Monthly Financial Reporting: 2018-2019 Operating Budget

President Murray offered the following information on the operating budget: for the fiscal year, ending June 30, 2019 college operations generated total revenues of \$20,945,164.26 with \$1,492,819.26 (7.67%) more than budgeted. Expenses totaled \$21,200,291.82 with \$1,846,294.82 (9.54%) more than budgeted. Net Revenue was (\$257,127.56). President Murray gave the Board a presentation on the operating budget.

A copy of the President Murray's PowerPoint presentation is available on request.

Accreditation/Strategic Plan Update

Dr. Kerry Levett, VP for Student Learning & Success will use this time each month to give the Board an update on the process associated with Accreditation and the Strategic Plan. The previous Strategic Plan (2012-2019) is ending this academic year. Simultaneously, the campus is working on multiple planning efforts that will comprise the new Strategic Plan (2020-2027). The Board received information on both of these efforts and the college is hopeful that the Board will participate throughout the process. The college's 7-year Accreditation site visit occurs in April 2020. The Board will receive information on how the Strategic Planning process fits into this visit and subsequent assessment. As well, Dr. Levett and President Murray will prep the Board on the activities that have occurred during the cycle, the background necessary for the visit, and the future directions of the college that will be important for the next accreditation cycle (2020-2027).

A copy of Dr. Levett's PowerPoint presentation is available on request.

Cascadia College Foundation Update

VP for External Relations, Meagan Walker, introduced Mark Collins, the Director of the Foundation who gave the Board an update on the development of a new strategic direction for the Cascadia College Foundation. Mr. Collins reported on the foundations strategic priorities:

- Program Alignment with Missions
- Operational Stability
- Resource Development & Fundraising
- Board Development, Performance & Retention

Mr. Collins also shared that a Strategic Planning Task Force and a Strategic Plan were developed and he reviewed the work plan and the timeline for these activities with the Board. The Board was extremely pleased with the update and they commented that they liked the direction the Foundation is heading. Foundation Board Chair, Alex Lee, was present and the Board thanked him for his 9 years of involvement in the Foundation. The Board commented that the new direction he is taking the Foundation is excellent!

A copy of Mr. Collins PowerPoint presentation is available on request.

7. RECOMMENDED ACTION ITEMS

2019-2020 Nomination of the Board of Trustees Chair and Vice Chair (1st Read/Action)

At the Board Summer Retreat, the Board nominates trustees for chair and vice chair. Once the nominations are accepted, the Board elects the newly slated officers for the upcoming year and they start their term at the October board meeting. Chair Dr. Julie Miller announced that trustee Roy Captain will be the new Chair and trustee Janet McDaniel will be the new Vice Chair for 2019-2020

Chair Dr. Julie Miller asked for a motion to nominate trustee Roy Captain as Chair and trustee Janet McDaniel as Vice Chair for 2019-2020. Trustee Janet McDaniel made a motion to approve the nomination of Chair and trustee Dr. Meaghan Quint seconded the motion. Trustee Roy Captain made a motion to approve the nomination of Vice Chair and trustee Mike Kelly seconded the motion. Hearing no objections the Chair and Vice Chair for 2019-2020 will be Roy Captain and Janet McDaniel.

2019-2020 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. Trustee Janet McDaniel agreed to be the 2019-2020 Legislative Action Committee BOT Representative.

Chair Dr. Julie Miller asked for a motion to nominate Janet McDaniel as the 2019-2020 Legislative Action Committee BOT Representative. Chair Dr. Julie Miller made a motion to approve the nomination of Janet McDaniel and trustee Dr. Meghan Quint seconded the motion. Hearing no objections, the 2019-2020 Legislative Action Committee BOT Representative will be trustee Janet McDaniel.

7. REPORTS

Cascadia Events & Advocacy Board (EAB): Advocacy Board Chair Aarushi Sahai absent.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty commented that the faculty are back, doing professional development activities, getting to know the new faculty and learning how to operate the new copiers.

Cascadia College Classified Union Washington Public Employees Association (WPEA)
Report: Marah Selves reported that the faculty are back and are settling in for their first week of teaching.

Chair and Individual Board Members Reports:
Nothing to report.

President's Report:

President Murray commented that the college is meeting the ctcLink benchmarks but SBCTC is still managing the project. All of campus will be involved with ctcLink in winter quarter. Trustee Kelly asked if it would be helpful if the Board wrote a letter to the SBCTC regarding their concerns on the funding of this project. President Murray explained that he will be attending the October WACTC President's Meeting and they will be discussing this same issue and he will report to the Board on that discussion. After that meeting, the President and Board Chair will determine if a letter would be helpful.

8. OTHER BUSINESS/ANNOUNCEMENTS

President Murray *publicly thanked Trustee Dr. Julie Miller* for her 10 years of service to Cascadia College and presented her a signed Board Resolution 09-25-19-01 that highlighted the following items during Dr. Miller's time with the college:

- Elected Board Chair twice
- Involved in awarding tenure to 34 candidates
- Involved in two Master Planning processes
- Involved in Continuing Education and the Foundation, as well as serving on the Cascadia College Foundation Board
- Participated in the approval of two college Bachelor's degrees
- Provided sound governance and decision-making through an evolving Northwest Accreditation Cycle
- Championed the College during years of merger discussions
- Co-established the "Miller-Hofmeister Scholarship for Women in STEM" through the Cascadia College Foundation

All trustees thanked Dr. Miller for the outstanding professionalism she brought to the Board and stated they truly enjoyed working with her over the past 10 years.

Chair Dr. Miller thanked everyone for the kindness and professionalism she received while a Cascadia College Trustee and stated she truly enjoyed the experience. She is excited in the direction that the College is heading and she wished the Board success with the new trustees.

9. MEETING ADJOURNMENT

Chair Dr. Julie Miller adjourned the regular meeting at 5:05 p.m.

10. Minutes Approved and Adopted on October 16, 2019:



Roy Captain, Board Chair

Attest:



Dr. Eric Murray, President

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