

COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College	
Boardrooms Centralia College Centralia, Washington	Regular Meeting March 8, 2018 3:00 P.M.

MINUTES

1. Call to Order

Board Chair Jim Lowery called the meeting to order at 3:00 p.m.

2. Roll Call

Board members present:

Jim Lowery, Chair

Stuart Halsan, Vice-Chair

Mark Scheibmeir

Joanne Schwartz

Doris Wood-Brumsickle

3. The flag salute was led by Janet Reaume.

4. Introductions:

Lisa Spitzer, third year probationary faculty, gave a presentation on SQ3R and the Cornell note taking method. Lisa explained that she teaches developmental math to students who are not yet prepared to take college level classes and may need to build their confidence. Lisa uses white boards in her class for review, practicing problems and encouraging participation as her students move towards college ready classes.

Carrie Johnson, third year probationary faculty, gave a PowerPoint presentation on how to make healthy choices in life. Carrie gave ideas on how simple choices can affect health and productivity. Carrie's mission is to provide the knowledge to students that empowers them to choose and adopt healthy behaviors.

Bob Peters, Director Sports Programs, introduced the men's baseball and women's softball teams.

5. Open Forum

No one requested to speak in open forum.

REGULAR AGENDA

Adoption of Minutes:

It was MOVED BY STUART HALSAN THAT THE BOARD APPROVE THE REGULAR MINUTES OF February 8, 2018. THE MOTION CARRIED UNANIMOUSLY.

ASCC

Morgan Lakey, ASCC President, handed out a small token of appreciation to the trustees in honor of national Staff Appreciation Day (March 2, 2018).

Morgan reported the preparation and executing of Civics Week is the next big event and student government has several things planned for the week.

- An essay contest describing why it is important to vote. The essay will be considered short; 500 words or less.
- Voter registration drive.
- Privilege Walk – providing an opportunity for students to understand people from differing socioeconomic backgrounds.
- Photo Challenge – The objective is for the student to submit a picture of themselves being civically engaged. The decision on the best photo will be made at the end of Civics Week.
- Becoming a Voter Friendly campus – this goal may be somewhat lofty. Every department on campus has to be connected and engaged with the Voter Friendly topic. This may be something that the 2017-18 Student Government starts and subsequent governments finish.

There will be an Oxfam Hunger Banquet in the TransAlta Commons on Thursday, April 12th at 6:00 pm. Two cans of food will get you in the door.

The overall goal of the 2017-18 Student Government is to have more student engagement on events and projects; social media was used to benefit the cause.

Faculty

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, reported the end of the quarter is nearing so faculty are involved with assessment work, grading and assisting students.

Classified

Jennifer Horrace, Classified Representative, reported Janet Vargas Gomez has been hired as a program Assistant in the Teacher Education and Family Development division.

Rosanna Schlagel has left the college for another job opportunity.

There are currently two open classified positions: a program coordinator in Enrollment Services and a program assistant at Garrett Heyns.

Instruction

John Martens, Vice President Instruction, reported the accreditation report has been sent to the visiting accreditation team and the Northwest Commission on Colleges and Universities (NWCCU). The report is available on MyCC under the accreditation tab. The link is: <https://mycc.centralia.edu/accreditation/default.aspx>

John reported on upcoming staff changes: Durelle Sullivan has put in her notice of intent to retire, Kennedy James has taken another job and Cheri Raff is filling in for the dean of Teacher Education and Family Development (TEFD) division until a suitable replacement can be hired.

Joanne Schwartz commended the Instruction Division for all the innovative events that are happening.

Cheri Raff, interim director of Teachers Education and Family Development, gave a brief synopsis of the MERIT program. MERIT is an acronym for Managed Education Registry Information Tool. MERIT is an online portal that helps professionals with their education and training experience.

Public Information Office

Amanda Haines, Director of Public Relations, reminded everyone about the upcoming Scavenger Hunt on April 7th. The event proceeds will go to benefit the President's Scholarship fund.

Amanda is hopeful that by the next board meeting, a new videographer will be on the job.

Dr. Mohrbacher added that Staci Sume and Janet Reaume have been working diligently to get the Centralia Downtown Association on board and to find sponsors for scavenger hunt teams. This is the first year the college has sponsored a scavenger hunt; with practice perhaps subsequent years work will be easier.

Human Resources

Julie Huss, Vice President of Human Resources, had nothing additional to add to her written report.

Mark Scheibmeir commented that he was pleased with the larger number of applicants for the Foundation position.

Julie added that current interviews this week had large applicant pools.

Student Services

Robert Cox, Vice President of Student Services, apologized for the brevity of his February report; many of the directors and staff members have been attending their statewide meetings and common process mapping workshops for Financial Aid and Enrollment Services.

Student Services is currently working on the housing topic to expand rental opportunities to different student groups. Historically, college athletes and international students were provided with housing opportunities; this will be expanded to allow veterans and diesel students.

Dr. Mohrbacher said there will be fewer housing units soon; buying old houses and putting students in them is not sustainable.

Robert reported that the college will be adopting a wait list process. Currently, there are only four classes that consistently generate a wait list and it is maintained manually. The process is moving forward and will be in place by summer quarter.

Today the women's basketball team lost their game in the tournament; it was single elimination so this ends their season.

Administrative Services

Steve Ward, Vice President Finance & Administration, reported work has begun in the Transitional Services Building. The former bookstore will be the math emporium and the previous counseling center will house faculty offices. If all goes well, Employment Security will be moving into the upper story of the former Student Services building by fall quarter.

The Kemp building will be slated for demolition later this year; the exact date has not yet been determined.

6. Executive Session

Under RCW 42.30.110, the board may hold an executive session for the purpose of reviewing the performance of public employees. The executive session is expected to last approximately thirty minutes. At 4:35 pm board members moved into executive session for the purpose of reviewing the performance of public employees. The board reconvened into open session at 5:05 pm.

7. Executive Session

Under RCW 42.30.110, the board may hold an executive session for the purpose of consultation with legal counsel regarding agency enforcement actions or actual or potential agency litigation. The executive session is expected to last approximately two minutes. At 5:06 pm board members moved into executive session for consultation with legal counsel regarding actual or potential agency litigation. The board reconvened into open session at 5:08 pm.

8. Action from Executive Session

TENURE/CONTRACT RENEWAL MOTIONS

It was moved by Jim Lowery, and unanimously passed, that the Board of Trustees, after having given reasonable consideration to the recommendation of the president and probationary review committee of Centralia College, award tenure to TENEAL GUSTAFSON, effective with the 2018-19 academic year.

It was moved by Stuart Halsan, and unanimously passed, that the Board of Trustees, after having given reasonable consideration to the recommendation of the president and probationary review committee of Centralia College, award tenure to KELSEA JEWELL effective with the 2018-19 academic year.

It was moved by Mark Scheibmeir, and unanimously passed, that the Board of Trustees, after having given reasonable consideration to the recommendation of the president and probationary review committee of Centralia College, award tenure to TYSON LUCAS, effective with the 2018-19 academic year.

It was moved by Joanne Schwartz, and unanimously passed, that the Board of Trustees, after having given reasonable consideration to the recommendation of the president and probationary review committee of Centralia College, award tenure to BETH MAY, effective with the 2018-19 academic year.

Doris Wood-Brumsickle, moved that The Board of Trustees direct the president to notify PATRICK ALLISON that the Board authorizes continuation of the probationary review period.

Jim Lowery moved that The Board of Trustees direct the president to notify RYER BANTA that the Board authorizes continuation of the probationary review period.

Stuart Halsan moved that The Board of Trustees direct the president to notify MARY CAPEN that the Board authorizes continuation of the probationary review period.

Mark Scheibmeir moved that The Board of Trustees direct the president to notify EMMY KREILCAMP that the Board authorizes continuation of the probationary review period.

Joanne Schwartz moved that The Board of Trustees direct the president to notify CARRIE JOHNSON that the Board authorizes continuation of the probationary review period.

Doris Wood-Brumsickle moved that The Board of Trustees direct the president to notify LINDY MCCARTHY that the Board authorizes continuation of the probationary review period.

Jim Lowery moved that The Board of Trustees direct the president to notify MADONNA POOL that the Board authorizes continuation of the probationary review period.

Stuart Halsan moved that The Board of Trustees direct the president to notify ANNE SCHUCHMANN that the Board authorizes continuation of the probationary review period.

Mark Scheibmeir moved that The Board of Trustees direct the president to notify ELIZABETH SCHULTZ that the Board authorizes continuation of the probationary review period.

Joanne Schwartz moved that The Board of Trustees direct the president to notify AMY SPAIN that the Board authorizes continuation of the probationary review period.

Doris Wood-Brumsickle moved that The Board of Trustees direct the president to notify LISA SPITZER that the Board authorizes continuation of the probationary review period.

Jim Lowery moved that The Board of Trustees direct the president to notify JOHN SOMMER that the Board authorizes continuation of the probationary review period.

Mark Scheibmeir moved that The Board of Trustees direct the president to notify TOBY AVALOS that the Board authorizes continuation of the probationary review period.

Joanne Schwartz moved that The Board of Trustees direct the president to notify EMILY HAMMERGREN that the Board authorizes continuation of the probationary review period.

Doris Wood-Brumsickle moved that The Board of Trustees direct the president to notify MICHELLE HARRIS that the Board authorizes continuation of the probationary review period.

Jim Lowery moved that The Board of Trustees direct the president to notify ZACH PETERS that the Board authorizes continuation of the probationary review period.

ALL MOTIONS PASSED UNANIMOUSLY.

9. Policy Governance

Core Theme 1

Robert Cox, Vice President of Student Services, gave a PowerPoint presentation on Core Theme 1.1, 1.2 and 1.3.

Robert stated that the Core Theme process is an integral part of the accreditation process and aids the campus in planning, assessing and monitoring. Robert stressed the Core Theme Hierarchy slide – the slide provides a great visual of the flow of tasks. Robert explained how the Community College Survey of Student Engagement (CCSSE) provides information on how “engaged” students are.

Robert gave a brief description of the Core Theme and gave explanations as to how the report was developed.

The Institutional Effectiveness Committee has scored the report at the Indicator level. Based on the scoring from the Institutional Effectiveness Committee, the trustees will score the Objectives.

There was discussion regarding the low utilization of the college computer labs – students now use their own devices to access the college wireless system. The CCSSE survey provided insight into the student evaluation of the value of college computer labs.

Bob Mohrbacher reported that Scott Wagemann is exploring automating and administering surveys locally.

Steve Ward added that the recent change of behavior with students using their devices rather than college computers may provide the college an opportunity to invest in equipment other than computer labs.

There was discussion regarding the relevance of benchmarks. If the information is of no significance, is there a need to report.

Core Theme 3.4

Julie Huss, Vice President of Human Resources, gave a PowerPoint presentation on Core Theme 3.4.

Julie provided a brief overview of the indicators and benchmarks that are measured in her report. She noted that there has been an increase in applicants, however, not an increase in the diversity of applicants. HR provides training opportunities and outlines training requirements for employees.

Trustee Soring

There was discussion regarding the scoring process. Dr. Mohrbacher said the discussions generated from the scoring process and the subsequent action is more important than how an indicator is scored. The goal is to use the information gathered from the core theme reports to improve methods and processes based on what was learned from the data.

The trustees did score 3.1, 3.2 and 3.3 as having met the objectives.

It was MOVED BY STUART HALSAN THAT THE BOARD APPROVE CORE THEME 3.1, 3.2 AND 3.3 AS HAVING MET THE OBJECTIVES. THE MOTION CARRIED UNANIMOUSLY.

Jim Lowery commended the changes to the process, however, stated there is still more work to do on refining the process.

10. New Business

Orin Smith Family Foundation Memorandum of Understanding

Dr. Mohrbacher requested trustee approval of the Memorandum of Understanding submitted by the Orin Smith Family Foundation.

It was MOVED BY JOANNE SCHWARTZ THAT THE BOARD APPROVE THE MEMORANDUM OF UNDERSTANDING REGARDING THE ORIN SMITH FAMILY FOUNDATION AND THE STUDENT ACHIEVEMENT INITIATIVE SEGREGATED FUND. THE MOTION CARRIED UNANIMOUSLY.

2018 President's Evaluation

Joanne Schwartz, Doris Wood-Brumsickle and Julie Huss created an evaluation survey that will be administered to the campus using Survey Monkey. There were suggested revisions to the questions; Julie will amend the survey.

Doris requested the board chair send out a letter explaining the upcoming survey to the campus.

It was MOVED BY STUART HALSAN THAT THE BOARD APPROVE THE 2018 PRESIDENT'S EVALUATION USING THE ONLINE SURVEY METHOD "SURVEY MONKEY" TO GATHER CAMPUS FEEDBACK. THE MOTION CARRIED UNANIMOUSLY.

Trustee Emeritus

Stuart Halsan requested the board honor Joe Dolezal's service to the college. It was suggested Joe Dolezal be nominated for Trustee Emeritus status.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD HONOR DR. JOE DOLEZAL BY NOMINATING HIM FOR TRUSTEE EMERITUS STATUS. THE MOTION CARRIED UNANIMOUSLY.

11. Old Business

TransAlta Community Grant progress

Steve Ward reported that there is progress on the external lighting for the library building.

Strategic Planning

Dr. Mohrbacher reported there is nothing new this month.

Trustee Reports

Trustee Activities

Stuart Halsan requested an amendment to his February activities: remove Kirk's presentation and add the Cristi Heitschmidt memorial service.

WA-ACT

Mark Scheibmeir appreciated the opportunity to attend the Winter Legislative Conference and Transforming Lives banquet held January 22-23rd. The training for the new trustees was informational and provided a good perspective on trustee responsibilities.

The WA-ACT award nominations are due by April 6th, 2018. Jim Lowery requested nominations for trustee, professional staff member, faculty and partner.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD NOMINATE JOANNE SCHWARTZ FOR THE TRUSTEE LEADERSHIP AWARD. THE MOTION CARRIED, ONE ABSTENTION.

It was MOVED BY STUART HALSAN THAT THE BOARD NOMINATE DAVE STOLIER FOR THE PROFESSIONAL STAFF AWARD ON CONTINGENCY OF ELIGIBILITY. THE MOTION CARRIED UNANIMOUSLY.

The board requested John Martens and area deans provide faculty names suitable for the faculty award for the trustees.

It was MOVED BY JOANNE SCHWARTZ THAT THE BOARD NOMINATE THE CHEHALIS FOUNDATION FOR THE PARTNER OF THE YEAR AWARD. THE MOTION CARRIED UNANIMOUSLY.

ACCT

CC Foundation

The annual planning meeting for the Foundation is Wednesday, April 11th in the TransAlta Commons room 105C.

It is *Foundation Night at the Oly Club* from 5 pm to closing on Tuesday, March 13th. The Foundation will receive 50% of the night's proceeds for scholarships.

President's Report

Dr. Mohrbacher reported the Legislature session has ended and provided a brief update of some of the activity:

- Running Start funding will remain the same. Senator John Braun did an eloquent presentation in defense of the program; perhaps writing a thank you note to him is in order.
- The Guided Pathways funding did not materialize.
- The tuition policy will remain the same.
- Part-time employees now have civil service status. The college will need to find out how this applies to the hiring process. The trustees will be apprised of the situation as this process is implemented.
- The full scope bargaining bill did pass. Faculty will be allowed to ask for local dollars.
- Trustees must now approve college athletic budgets; the budget will be coming to the board next year for approval.

On Monday, March 12th, the college will receive notice of the preliminary ranking for the capital proposal on the Teacher Education and Family Development building. If the ranking is not appealed, it will be finalized in a few days. There are 25 proposals.

Dr. Mohrbacher will be attending the League for Innovation Conference in National Harbor, Maryland March 18-21st, 2018.

Dr. Mohrbacher is investigating the possibility of Centralia College co-presenting with the Chehalis Foundation and Chehalis School District at the ACCT Leadership Congress. The congress' 2018 tagline is - Partnerships: Building Blocks for Student Success. The work with the Chehalis Foundation would tie in with this theme.

Thursday, March 15, 2018 Mary Lou Bissett, Ed Rothlin, J. Vander Stoep and Dr. Mohrbacher will be presenting the information on the partnership with the Chehalis School District to the Washington Roundtable in Seattle.

12. Comments

Dr. Mohrbacher requested a trustee to replace Joe Dolezal on the Legislative Action Committee (LAC).

It was MOVED BY STUART HALSAN THAT JIM LOWERY BECOME THE SECONDARY REPRESENTATIVE ON THE LEGISLATIVE ACTION COMMITTEE. THE MOTION CARRIED UNANIMOUSLY.

Joanne Schwartz is be unable to attend the April meeting and requested call-in information.

Mark Scheibmeir requested information on the trustees' role in the event of a crisis or incident. Mark also expressed concern at the less than unified approach the Bates Technical College board presented to the public when confronted with presidential disciplinary action. It was suggested both of these topics be discussed at the retreat.

Dr. Mohrbacher requested that emergency response be added to the April agenda to provide the trustees with a brief overview of emergency response and procedure.

13. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be April 11, 2018 in Morton, WA.

Adjournment

The meeting adjourned at 6:45 p.m.

APPROVED:

Jim Lowery, Board Chair

Dr. Bob Mohrbacher, Board Secretary