

COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College	
Centralia College East Room 108 Centralia College East Morton, Washington	Regular Meeting May 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
 Mark Scheibmeir
 Joanne Schwartz
 Doris Wood-Brumsickle

3. **The flag salute** was led by Joanne Schwartz.

4. Introductions:

Emmy Kreilkamp, Drama instructor, via ITV, introduced four actors who performed a snippet from Act 3, Scene 2 from the upcoming play *A Midsummer Night's Dream*. Emmy invited everyone to attend the play; the opening date is May 11th.

5. Open Forum

No one requested to speak in open forum.

REGULAR AGENDA

Adoption of Minutes:

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD APPROVE THE REGULAR MINUTES OF April 12, 2018. THE MOTION CARRIED UNANIMOUSLY.

ASCC

No oral report was given.

Faculty

No oral report was given.

Classified

No oral report was given.

Instruction

John Martens, Vice President Instruction, responded to inquiries regarding faculty engagement with the Guided Pathways proposal. Dr. Mohrbacher and John met with the Faculty Senate to hear faculty concerns and answer questions regarding the implementation of the program and how it would impact the campus. Several faculty think that Centralia College instructors currently adhere to Guided Pathways principles; the challenge is to demonstrate that this concept is already in use.

Dr. Mohrbacher added that some funding formulas have been restructured to incorporate the Guided Pathways initiative. This provides the colleges with an incentive to engage in the Guided Pathways model.

John added that the Guided Pathways initiative aimed at increasing progression, retention and student outcomes is in an evolutionary stage.

Public Information Office

No oral report was given.

Human Resources

Julie Huss, Vice President Human Resources, reported the office has been busy with the hiring of faculty and other positions. Scheduling all of the interviews between the offices has been a challenge.

Student Services

Robert Cox, Vice President of Student Services, reported the Associated Students of Centralia College (ASCC) student government has been selected for the 2018-19 academic year. The new government will officially take office after graduation and participate in leadership training during the summer.

Robert responded to an inquiry as to whether scholarship applications have made an impact on fall enrollments. It is too early to determine if the scholarship process has been effective; registration does not open up until May 15th.

Administrative Services

Steve Ward, Vice President Finance & Administration, responded to inquiries regarding the footprint of the proposed multi-purpose athletic field. The location is directly north across from the front entrance to the gymnasium and would take up the two blocks between S. Silver and S. Rock Streets. Iron Street will need to be vacated for the field to become a reality. The field would provide for baseball, softball and soccer and lights will expand use into winter months. The use of portable bleachers will make the athletic field more versatile and available for other activities. The landscaping and assimilation of the field into the campus will be determined in the design phase of the project.

Student housing will also factor into the master plan; the actual site of student housing needs to be determined. It is not economically prudent to have students housed all over campus and a solid location would be helpful.

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 and 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 thirty minutes. At 3:45pm board members moved into executive session for the purpose of reviewing the performance of public employees and for the purpose of consultation with legal counsel regarding agency enforcement actions or actual or potential agency litigation. The board reconvened into open session at 4:15 pm.

7. Action from Executive Session

Doris Wood Brumsickle moved that the Board of Trustees direct the president to notify CARMEN VAN TUYL, PEGGY GOLDBERG and LISA WILSON that the Board authorizes continuation of the probationary review period. THE MOTION PASSED UNANIMOUSLY.

8. Policy Governance

Core Theme 2

John Martens, Vice President of Instruction, gave a PowerPoint presentation on Core Theme 2.

John gave a brief description of the Core Theme and provided explanations as to how the report was developed. John spoke to the difficulty in acquiring some of the data in the report and noted the accreditors recommended revisions to the core themes that identify achievement at an acceptable threshold in measurable terms. This particular recommendation will result in a concerted effort to find more meaningful data that aligns with achievement of program and service outcomes. The Core Theme was presented to the Institutional Effectiveness Committee May 2nd and scored at the IE level.

It was MOVED BY DORIS-WOOD BRUMSICKLE THAT THE BOARD APPROVE CORE THEME 2 AS HAVING MET THE OBJECTIVES. THE MOTION CARRIED UNANIMOUSLY.

9. New Business

Regular Policy Review

Dr. Mohrbacher reported work has begun on restructuring the policy manual. The accreditors recommended the college develop a formal process for the creation, revision or elimination of policies and procedures. The college should also regularly review and revise policies and procedures that promote effective management and operation of the institution.

Things to consider when revising policies:

- Distinguish between board policy and administrative procedure.
- Remove vague and confusing language and terminology.

- All policies listed under board policy (including Executive Limitations and Board President Relationship) should be board policies.
- All policies describing daily operations will be renamed as Administrative Procedures.
- A creation of a board policy that describes how policies and administrative procedures get created.
- Reviewing timeline – how often policies are reviewed.

Board Retreat date

The trustees decided Thursday, July 12th with a start time of 8:30 a.m. The actual location of the retreat has not yet been decided.

2018 Accreditation visit

Jim Lowery noted a few errors of fact that need to be corrected in the report. Jim reported that in the trustees' meeting with the accreditors, there was discussion regarding the possibility of the trustees to consider reviewing and revising the current mission statement and core themes.

Dr. Mohrbacher stated this is the last year for the current core themes; the existing mission statement and core themes do not show a logical connection. The core themes will be established after the mission statement is developed.

Dr. Mohrbacher stated there will need to be campus and community forums to vote on what the college deems important for a mission statement. A committee will be formed to take the feedback and propose a few mission statements that enunciate one, two or three things that the campus views as important. The strategic plan will outline how the college will achieve this goal.

At the retreat the trustees will:

- Confirm the plan on how the college will rewrite the mission statement
- Define mission fulfillment
- Clarify terminology to be used (core theme or end)

Dr. Mohrbacher noted that the recommendations 1, 2, 3 and 7 all address the college's mission and core theme process. Those recommendations are four different parts of the same recommendation. As the process is reviewed, refined and improved, it will address all of those recommendations

Recommendation 4 provides a recommendation to the college that is not supported in the standards. Evaluators can only hold the college to the standards that are published. Dr. Mohrbacher will be responding to the Northwest Commission on Colleges and Universities (NWCCU) in writing prior to the visit with them in June.

Old Business

TransAlta Community Grant progress

Steve Ward reported there is a balance left over from the solar grant and would like to apply the remaining funds to the funding of the apartment weatherization project. He will contact TransAlta to discuss the remainder of the funds. The exterior lighting project is nearing completion.

Naming

Dr. Mohrbacher announced there will be a naming celebration on Thursday, May 17th at 4:00 pm to dedicate Ward Plaza.

Durelle Sullivan requested information on what happens to the named rooms when a building is dismantled. Dr. Mohrbacher suggested convening the Naming Committee to discuss different options available to remember those faculty and staff that were honored in previous years.

Strategic Planning

Dr. Mohrbacher reported working with the Diversity Committee as they develop a diversity statement. A version of their statement will be incorporated into the existing draft strategic plan.

Trustee Reports

Trustee Activities

Mark Scheibmeir gave a positive review on the Powerful Examples of Excellence event.

Joanne Schwartz noted that the Job Fair was the best one in years. Both Joanne and Jim Lowery competed in the 5K.

Jim Lowery agreed that it was a very well run Job Fair.

Doris Wood-Brumsickle reported her first visit to the Cedar Creek Corrections Center was enlightening and an eye opener.

WA-ACT

The upcoming spring conference is at Clark College in Vancouver May 10th and 11th. All trustees will be attending.

WA-ACT awarded Joanne Schwartz Trustee of the Year. Joanne will be honored at the Spring Conference.

ACCT

Dr. Mohrbacher submitted the proposal to present at the fall conference in New York. There has been no word on whether the proposal has been accepted. The presentation will be on the partnership with the Chehalis School District, the Chehalis Foundation and Centralia College.

CC Foundation

Doris Wood-Brumsickle reports the Foundation meets tomorrow night.

The Foundation would like to honor Julia Johnson with a scholarship in her name.

Doris Wood-Brumsickle would like to nominate Julia Johnson for emeritus status and asked for follow-up on honoring Dr. Joe Dolezal with Trustee Emeritus status. Dr.

Mohrbacher suggested that the Emeritus Committee be notified of the nominations for Joe Dolezal and Julia Johnson.

Christine Fossett has been offered and accepted the job as the new Foundation director. Julia Johnson is working with Christine during the transition period; Julia will be retiring June 1st, 2018.

Steve Ward added that the Foundation has submitted a grant for an educational building.

President's Report

Dr. Mohrbacher reported he attended the Assessment, Teaching and Learning Conference in Vancouver May 3rd and 4th. Dr. Sharon Mitchler was in attendance as well and gave a presentation on her project – “Teaching for Transfer.” The project is part of a national research study based on an entirely different way to teach composition. The early research on this method is rating this highly effective at making students successful in subsequent classes.

Dr. Mohrbacher is now a member of the Centralia Downtown Association (CDA).

The Washington Association of Community and Technical Colleges Presidents (WACTC) will be meeting in Centralia May 31st and June 1st. There will be a reception at The Rectangle Gallery, Thursday, May 30th at 5:30 pm for any presidents who arrive in Centralia early. Dr. Mohrbacher extended an invitation for the trustees to join the reception.

Comments

Joanne Schwartz reminded everyone about the use of acronyms; the words being abbreviated should be spelled out first with the acronym in parenthesis following.

10. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, June 14, 2018 in Centralia, WA.

Adjournment

The meeting adjourned at 5:50 p.m.

APPROVED:

Jim Lowery, Board Chair

Dr. Bob Mohrbacher, Board Secretary