

**COMMUNITY COLLEGE DISTRICT TWELVE
BOARD OF TRUSTEES
Centralia College**

**Rochester School District Office
Centralia College
Centralia, Washington**

**Regular Meeting
November 9, 2017
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

Dr. Joe Dolezal

Joanne Schwartz

Doris Wood-Brumsickle

Excused absence – Stuart Halsan

3. The flag salute was led by Joanne Schwartz.

4. Introductions:

Centralia College and Rochester School District employees introduced themselves with their job titles.

Kelsey Jewell, third year probationary faculty, gave a PowerPoint presentation on “Changing our Perceptions” and explained how her perceptions have changed through the years. Kelsey used her experiences to demonstrate how she changes the perceptions of her students using examples and exercises in the classroom.

Kim Fry, Superintendent Rochester School District, gave a PowerPoint presentation on recent data discoveries on their students in the Rochester School District. Rochester has been offering “College in the High School” for students who are unable to take advantage of the Running Start program with the college. Ms. Fry stated that the School District and the college have common goals; the School District wants their students to leave the district having college credits and encourages students to go on to secondary education. The School District is working to create a smooth transition for students from high school to college and provide dual credit opportunities.

5. Open Forum

REGULAR AGENDA

Adoption of Minutes:

It was MOVED BY DORIS-WOOD BRUMSICKLE THAT THE BOARD APPROVE THE REGULAR MINUTES OF November 9, 2017. THE MOTION CARRIED UNANIMOUSLY.

ASCC

Morgan Lakey, ASCC President, reported Student Government is reading a book called the *Leadership Challenge*. They have discovered to be an effective team they must identify shared values. Students determined their five shared values are:

- Open mindedness
- Equity
- Dependability
- Respectfulness
- Integrity

Students will be using these values to write a vision statement for the 2017-18 ASCC Student Government team.

Two more students were appointed to committees yesterday but there are more positions to be filled. Tenure committees lack student participation; Student Government is working on filling those tenure committee positions.

Faculty

No oral report was given.

Classified

No oral report was given.

Instruction

John Martens, Vice President Instruction, drew attention to a section of the Instruction report where Professor Chris Carlson has transitioned almost entirely to using free homework hosting platforms to reduce costs to students.

Kelli Bloomstrom, Dean Centralia College East, gave a brief description of the Nursing Assistant Certificate (NAC) courses that will be available to students at CC East through the Upskill/Backfill grant.

The trustees commented on the Instruction board format and appreciated that the reports demonstrate clearly how they tie into core themes.

PIO

No oral report was given.

Human Resources

Julie Huss, Vice President of Human Resources, reported that the new public records Washington Administrative Code (WAC) has been adopted. The college has adopted the default fee schedule for how the college charges for public records; prior to adopting the new WAC, the college was limited to 10 cents a page for hard copies and no way to charge for electronic documents.

Dave Stolier noted that Public Records Requests can be and some requests are made to the community college system wide. The Attorney General's office can provide assistance or help reduce some of the work. Public records requests are made known by using various department listservs; this also helps reduce workloads.

Student Services

Robert Cox, Vice President of Student Services, reported WF West and the Chehalis Foundation are working together to provide innovative strategies to increase retention of WF West students enrolled at Centralia College. A full-time specialist has been hired for this purpose and will be starting the last week in November.

Darcell Scott has been working on a peer mentor program that will be launched in January.

The current Executive Assistant to the VP of Student Services has submitted her resignation; the position has been posted and will close the 20th of November.

The Student Policy Council commends our Student Government; the student representative is engaged and contributes to the meeting.

Grays Harbor College currently utilizes the annual registration process and Jared Sorber, interim VP of SS of GHC, will be speaking at the November 13th Student Policy Council meeting in TAC 230 from 3:00 pm to 4:30 pm.

The women's volleyball team will be going to the NWAC Championship; this is the first time in 21 years. The Championships will be held at the Tacoma Convention Center Thursday, November 16, 2017.

Administrative Services

Steve Ward, Vice President Finance & Administration, introduced Sam Small. Sam provided more information on the recent phishing attacks on the college. Of the 800 plus e-mail accounts; only 4 people clicked on the malicious links. The college is currently working on how to address this issue.

The IT Department will be implementing a training protocol and every employee will be "phished" to see whether they click on a malicious link. IT will provide training for newer staff members, harden the security and write scripts to detect bad links. Additionally, IT will educate the users. Users are the number one vector of malicious viruses.

6. Executive Session

There was no executive session.

7. Action from Executive Session

8. Policy Governance

Facilities Master Plan

Steve Ward provided a brief update regarding the Child & Family Studies proposal to the college master plan. The President's Office will send out the electronic 2017 Master Plan drawing that includes the layout of Centralia College East by Monday, November 13, 2017.

It was MOVED BY DR. JOE DOLEZAL THAT THE BOARD APPROVE THE 2017 MASTER PLAN THAT INCLUDES THE LAYOUT OF CENTRALIA COLLEGE EAST CAMPUS. THE MOTION CARRIED UNANIMOUSLY.

Code of Ethics

Dr. Mohrbacher provided the second draft of the Code of Ethics policy for the trustees to review.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD APPROVE THE CODE OF ETHICS POLICY AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Running Start Funds

Dr. Mohrbacher explained the board determines whether Running Start dollars are considered state funds or special funds. In college policy the funds are considered special funds; however, there is no record that the board made the decision to have Running Start funds be considered special funds. This motion would address this issue.

It was MOVED BY DR. JOE DOLEZAL THAT THE FUNDS RECEIVED BY CENTRALIA COLLEGE UNDER THE RUNNING START PROGRAM (RCW 28A.600.300 – 28A.600.400) ARE NOT DESIGNATED "SPECIAL FUNDS" WITH REGARD TO FACULTY TENURE AS DESCRIBED IN RCW 28B.50.851 3b. THE MOTION CARRIED UNANIMOUSLY.

President's Contract

Jim Lowery noted that at the July 13, 2017 board retreat the trustees did an evaluation of the president but neglected to extend the contract at the September 14, 2107 board meeting.

It was MOVED BY JOANNE SCHWARTZ THAT THE BOARD EXTEND PRESIDENT MOHRBACHER'S CONTRACT FOR ANOTHER YEAR. THE MOTION CARRIED UNANIMOUSLY.

9. New Business

No new business.

10. Old Business

TransAlta Community Grant progress

Steve Ward reported work has begun on the library upgrades and exterior lighting. After the library work has been addressed then the weatherization efforts to the Silver Street Apartments will begin. This is the last of the three grants the college applied for.

Agriculture scan

Janet Reaume reported the date for the Agriculture Forum has been set – Tuesday, December 5th at the Tenino High School Commons from 6:00 to 8:00 pm. This event is held in conjunction with the Thurston County Economic Development Council.

Naming

Janet Reaume reported their will be a naming celebration for the second floor of the TransAlta Commons (TAC) building. The second floor will be dedicated to Alice White Forth on Tuesday, November 28th, at 3 p.m.

Strategic Plan

Dr. Mohrbacher provided a handout of the first draft of the proposed interim strategic plan and stated the Institutional Effectiveness (IE) Committee has been tasked with further development and refinement of the plan. The college currently does not have an existing plan so it made sense to adopt an interim plan. A revised version of the plan will be presented to the board at the December 14th meeting with the request that the trustees approve the plan.

The purpose of a strategic plan is to determine what issues the college is facing at that moment and what work needs to be done.

The strategic plan should include Core Themes, facility master plan, mission, and values and how they all fit together.

Discussion has determined these following topics to be key priorities:

- Increasing educational attainment or opportunities
- Stronger data reports, information and processes for better informed decision making
- Make sure budget is sustainable given low enrollments and other impacts
- ctLink

The remainder of the year will be spent gathering input and refining the plan.

Trustee Reports

No oral reports were given.

WA-ACT

The WA-ACT Fall Conference is tomorrow, November 10th at the DoubleTree by Hilton Seattle Airport.

Joanne Schwartz reported the Transforming Lives notebook is coming out Monday, November 13, 2017. The Centralia College nominee for 2017 is Yuki Takayama.

ACCT

CC Foundation

Dr. Joe Dolezal reported there was a board meeting yesterday. Donations are coming in ahead of the yearly goal.

The Foundation has teamed with the Centralia Arts Support Team (CAST) in an effort to provide more support to the music, drama and art programs. Faculty members from these areas expressed a desire to raise funds to support their programs and meet current needs. This is the first time the Foundation has supported an alliance of this nature.

Joe Dolezal thanked Joanne Schwartz for all the work she did on the gala.

The Executive Committee recommended to the board yesterday that a letter of support be written to the Capital Campaign. A Letter of Commitment for the Early Childhood and Development classrooms is an effective way to show community commitment and involvement and provides much needed points in the funding process.

Julia Johnson will be retiring soon; the position description is currently being re-written. We are looking at the range of duties, minimum qualifications and pay range. This position will not be posted for a couple more months.

President's Report

Dr. Mohrbacher noted in his November report that he has been attending community events on homelessness and poverty. Dr. Mohrbacher reported on the Severe Weather Shelter – it seems to be working well. The shelter serves 22 men and 16 women per night and if the weather is severe, people in need are put up in motels.

ctcLink – This topic has been in the news recently. Although the articles state that 2.6 million was spent on a project gone awry, the money had already been allocated for that project.

The ctc.Link project has common process workshops scheduled almost every week. On Nov. 1st and 3rd, Dr. Mohrbacher served as the Executive Sponsor for the ctcLink Common Process Workshop on Travel, Cash Advances, and Expense Reports.

The purpose of these workshops is to align common processes across all 34 colleges in the system so that local procedures will be compatible with PeopleSoft tools.

11. Comments

Doris Wood-Brumsickle noted that Connie Smejkal's picture is up on the wall here as a member of the Rochester School Board.

Veterans Day Ceremony is Monday, November 13th at 10:30 a.m. at the flag plaza.

12. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be December 14, 2017 in the boardrooms in Centralia, WA.

Adjournment

The meeting adjourned at 5:30 p.m.

APPROVED:

Jim Lowery, Board Chair

Dr. Bob Mohrbacher, Board Secretary