

<b>COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College</b>	
<b>Boardrooms Centralia College Centralia, Washington</b>	<b>Regular Meeting September 14, 2017 3:00 P.M.</b>

**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  
 Dr. Joe Dolezal  
 Joanne Schwartz (via telephone)  
 Doris Wood-Brumsickle

**3. The flag salute** was led by Dr. Bob Mohrbacher.

**4. Introductions:**

John Martens introduced the 2017-18 probationary tenure track faculty.

Dr. Bob Mohrbacher introduced Scott Wagemann, full-time Director of Institutional Research.

Shelley Bannish introduced the 2017-2018 ASCC Student Government. The members of the team are:

- Morgan Lakey – ASCC President
- Katrina Bray – Vice President
- Zi Chen Senator for Executive Affairs
- Suyeon Lee– Senator for Student Relations
- Lexi Akins – Senator for Clubs & Organizations

Shelley Bannish introduced the 2017-2018 SAT members. The team members are:

- Nicolle Duryea – Recreation and School Spirit Coordinator
- Mati Ashton – Entertainment Coordinator
- Mya Davis – Health and Wellness Coordinator
- Lujan Rodriguez – Cultural and Social Issues Coordinator
- Jessica Ramirez - Advisor

## **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 June 8, 2017. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY STUART HALSAN THAT THE BOARD APPROVE THE SPECIAL MINUTES OF July 12, 2017. THE MOTION CARRIED UNANIMOUSLY.

### **ASCC**

No oral report was given.

### **Faculty**

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, reported there are currently seventeen tenure committees with only four of those being new.

Faculty negotiations were completed last academic year and the contract is in place. Recent faculty raises implemented by the legislature have been greatly appreciated by faculty members.

### **Classified**

No oral report was given.

### **Instruction**

John Martens, Vice President Instruction, reported that his area has begun work on reformatting the Instruction board report to align more closely with outcomes and Core Themes.

Christian Bruhn, Dean Academic Transfer, reported he participated in a Placement 360 Workshop (year-long process) with other colleges in the state. The workshop focused on exploring multiple measures for placement in math and English. Placement occurs many ways – via testing, transcriptions, and grade point averages in an effort to ensure student placement is accurate. Work is being done to see what works best for Centralia College.

Christian stated Emmy Kreilkamp will be hosting auditions Thursday & Friday, September 21 and 22nd for all three theater productions this year: *1984*, *Cabaret*, and *Midsummer's Night Dream*. Anyone interested in participating is encouraged to audition.

Jacque Armstrong, Director Cedar Creek Corrections Center and Garrett Heyns Education Center, reported three positions are currently open.

The Department of Corrections (DOC) is hosting an Employment Fair at the Puyallup Fairgrounds Tuesday, October 10<sup>th</sup>. All of the correctional programs with students in vocational programs have been asked to submit student projects. Garrett Heyns Education Center (GHEC) will provide a mini-house for the event to highlight their construction program.

Jacque reported she participated in a tour of the shipyards in Tacoma. An employer in that area is looking to partner with corrections education and community colleges that provide constructive trades: construction, plumbing HVAC, etc. Work has begun on exploring that partnership; the initial meeting was yesterday.

Cristi Heitschmidt, Dean Child and Family Studies, stated that Tuesday, September 12<sup>th</sup>, the Bachelor of Applied Science in Teacher Education held student orientation and met with faculty hired to teach in the program. Approximately 20 adjunct faculty attended with over 70 people in attendance.

### **Public Information Office**

Amanda Haines, Director of Public Relations, reminded everyone about the Festejando Nuestro Dia de La Independencia to be held on Saturday, September 16<sup>th</sup> from 2 pm to 6 pm in the TransAlta Commons (TAC) building. There will be music, a movie in Spanish, kids' activities and food. The event is free and open to the public.

In celebration of Onalaska's 100 percent college-bound high school graduates, October 12<sup>th</sup> has been designated "Onalaska Day" on campus. Staff will be asked to "Go Purple" and wear special buttons. The trustees and administrators are invited to be on hand early in the morning to hand out free coffee and purple sprinkled donuts with special recognition given to Onalaska graduates. It was suggested that Onalaska School officials be invited to the morning festivity.

### **Human Resources**

Julie Huss, Vice President of Human Resources, mentioned her board format has not yet been modified to align with Core Themes. Trustee Schwartz requested a list of new employees for the 2017-18 academic year. Trustee Schwartz also requested a directory of employees be added to the public facing website.

### **Student Services**

Robert Cox, Vice President of Student Services, introduced Mike Christensen. Mike thanked the trustees for his past three years of employment with the college and announced he has taken another job; his last day will be October 2nd.

Centralia College was not successful with the Veterans Upward Bound grant.

There is currently a flurry of hiring activity and several positions in transition in Student Services.

## **Administrative Services**

Steve Ward, Vice President Finance & Administration, reported work on the Master Plan process is underway. The college will meet or has met with the City of Centralia, Planning Commission, Centralia City Council and the college neighbors. The meetings have been productive and several questions have been asked and answered. The campus will be hosting a Master Plan forum on Thursday, September 28<sup>th</sup> at 2:00 pm in the TransAlta Commons (TAC) room 122. This information from this forum will be provided at the October meeting. The college works continuously on property acquisition within the master plan footprint.

A lock down drill has been scheduled for the last week in October in the TransAlta Commons. This will be a first attempt at a lock down procedure with the new building and the networked computers.

## **6. 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 thirty minutes. At 4:00 pm board members moved into executive session for the purpose of consultation with legal counsel regarding actual or potential agency litigation. The board reconvened into open session at 4:30 pm.

## **7. Action from Executive Session**

There was no action taken from executive session.

## **8. Policy Governance**

### **Code of Ethics**

Dr. Mohrbacher reviewed the board retreat discussion regarding the college Policy Manual. Several updates are necessary; one of the items was the Code of Ethics. Dr. Mohrbacher provided examples from several local colleges that had a comprehensive ethics code for comparison. The trustees requested the President's Office provide a draft Code of Ethics document for the trustees to review at the October meeting. After robust discussion, the trustees explicitly requested the draft contain language that addresses these two items:

- Don't break state ethics law.
- Don't pursue a personal agenda.

The original Code of Ethics document will be on the agenda in May 2018 to confirm that the self-evaluation form is the tool that the trustees want to use.

## **9. New Business**

### **Board report formatting**

Dr. Mohrbacher reported on the new board report format. Board reports are now focusing on outcomes and organization around core themes and end statements rather than by areas. Dr. Mohrbacher requested the trustees provide feedback regarding the usefulness of the new layout and explained the reformatting is an evolving process as a format is decided upon.

The trustees provided a list of comments to the new formatting:

- A separate page for upcoming events is needed.
- Appreciated the link to core themes – a greater realization of how things are linked.
- The reports align well for accreditation purposes.
- Specifically addressing the core themes and end statements resulted in a shorter, more effective document.

Dr. Mohrbacher said work will continue on this process; the new process will be discussed at an Executive Management Team (EMT) meeting. The new process may take some time as reporters adjust to the new method of reporting.

### **Strategic Planning**

Dr. Mohrbacher stated the college is in need of a strategic plan. In the most recent accreditation report, the evaluators asked about the college's strategic planning process. Currently, the college has strategic initiatives:

- Increasing student success
- Serving the entire district
- Being the most prepared college for the ctc.Link conversion.

Faculty and staff are specifically setting goals to increase the retention rate of students and expand the initiatives formulated this past academic year. These initiatives may provide the basics for a strategic plan. Ideally, the strategic plan should be one or two pages that states the main goals of the college.

Other college documents should tie into the strategic plan; the master plan, core themes, work plans and end statements. The Institutional Effectiveness Committee will be tasked with taking charge of this project.

Dr. Mohrbacher requested any feedback be directed to him.

## **10. Old Business**

### **Hispanic Festival**

Robert Cox commended the Public Information Office (PIO) and Marketing, Recruitment and Retention Team (MARRT) for implementing this event. It was important that the college host the event and help create good will with the Hispanic community. This item may be removed from the agenda.

### TransAlta Community Grant progress

Dr. Bob Mohrbacher for Steve Ward reported the library solar project is complete with the receipt of the Department of Commerce matching grant money. The grant for campus lighting is still in process.

### Agriculture scan

Dr. Mohrbacher reported the Agriculture Scan will be in Tenino either late November or early December. The Thurston County Economic Development Council (EDC) and mayor of Tenino, Wayne Fournier, have both offered to help with the logistics of the event. Wayne Fournier has volunteered to inquire if the Tenino High School is available as a location for the event. There has been some discussion about holding a second scan out in east Lewis County early in 2018.

### Futures Forum

Stuart Halsan requested the removal of the Futures Forum from the agenda. Stuart provided the rationale that a forum may possibly create undue community expectations.

Dr. Mohrbacher suggested that perhaps a Mission Development forum would be useful; there is a need to re-write the college mission statement. The college will not change its statement prior to the accreditation visit, however, work will need to be done on the statement soon.

The decision was made to remove the Futures Forum topic from the agenda but no replacement subject was selected.

### Trustee Reports

Joanne Schwartz has been serving on the Foundation Gala Planning Committee.

Jim Lowery attended the Taste of Fall fund raiser. It was lightly attended and he wanted to encourage others to attend.

Stuart Halsan attended the Bachelor of Applied Science Teachers Education open house and the Kick Off. Stuart was instrumental in having two kilns delivered to the campus; the equipment is available if there is a use for it.

Joe Dolezal attended the Executive Foundation meeting on June 7<sup>th</sup>. The Foundation is evaluating the changing needs of the college environment and the requirements of different college programs to help accommodate the needs of students who may not receive sufficient Financial Aid.

Joe mentioned that September 30, 2017 is supposed to be his final day as a trustee. Joe thanked all of his mentors through the years and stated he will stay on as long as the Governor's Office will let him stay on.

Doris Wood-Brumsickle reported attending Kick Off and provided a few suggestions:

- Not enough staff attended the afternoon reception; perhaps a breakfast would be better attended.
- Monday may not be the best day of the week for a Kick Off; perhaps re-think the day.
- Move the event back to Corbet Theater.

Doris reiterated that these were only suggestions but asked that the entire process be re-evaluated.

#### WA-ACT

Jim Lowery is on the audit committee for the State Trustee Association; the audit was completed last week.

Doris Wood-Brumsickle is on the Education Committee.

Joanne Schwartz is on the Award Committee. There has been a conference call/meeting and a face to face meeting will be held to decide on the Transforming Lives nominees.

#### ACCT

Jim Lowery, Joanne Schwartz, Julie Huss, Dr. Mohrbacher and Janet Reaume will be attending the Leadership Congress '17 at the Cosmopolitan of Las Vegas from September 25 – 28, 2017.

The voting delegate for the ACCT this year will be Joanne Schwartz.

#### CC Foundation

Dr. Joe Dolezal announced that Scholarship Night starts tonight at 7:00 p.m. in Corbet Theater. Over a half million dollars in scholarships will be given away.

Since July 1<sup>st</sup>, 2017 the Foundation has had a gain of 1.6 million in their funds. Foundation members are reviewing the possibility of increasing award amounts for faculty.

The Annual Gala is October 7, 2017. The Foundation members are looking forward to the new “Afterglow” feature and hosting the event in the TransAlta Commons banquet room.

The three Rotary clubs, Twin Cities, Centralia and Chehalis, sponsored the Tri-Club Rotary Auction last May and designated the college’s Veterans program as the recipient of the \$25,000 that was raised. This will provide the veterans with additional funding that their benefits won’t cover.

#### President’s Report

Dr. Mohrbacher reported Stephanie Klamn, long time college staff member, passed away recently. The service is Saturday, September 16th at 1:00 pm at Sticklin Funeral Chapel.

Ctc.Link - The lawsuit is basically wrapped up and Ciber is no longer involved in the project. As of this week, Tacoma College was able to close their books for the 2015-16

academic year and Spokane is not far behind. The Washington Association of Community and Technical Colleges (WACTC) Tech Committee met yesterday to finalize a draft of a plan moving forward with the ctc.Link project. At the October WACTC meeting, the presidents will discuss how to re-organize going forward. Ciber allowed the State Board the ability to hire former Ciber employees and released the code/work that has been written to date.

Enrollment – Numbers show the college is down again. Centralia’s state funded number is the lowest it has been since 1997-98; the total enrollment is the lowest since 2004-05. Running Start numbers are up and the college is paid more for those students so that will help balance the budget. The enrollment numbers need to move in an upward direction, however, last year thirty colleges out of thirty four had a downward enrollment trend.

Dr. Mohrbacher advised the trustees that the President’s Office and Human Resources are working on a proposal. Several faculty members who do not have tenure are paid for with Running Start dollars. It may be good to offer those non-tenured faculty the opportunity to be tenured; to do that would require a resolution from the board. It is unknown at this point whether the staff/faculty are interested but the union is supportive of the concept. More discussion is needed before a resolution is brought forth.

Dr. Mohrbacher reminded the trustees that the November 9, 2017 board meeting will be at the Rochester School District Office. Superintendent Kim Frye has contacted the President’s Office and requested permission to present Rochester’s recent data findings on their students. Unfortunately, the November board date overlaps with the Legislative Action Committee and the ACT Fall Conference is on Friday, November 10th. Stuart Halsan will attend the Thursday LAC event and will be absent from the Board Meeting at Rochester.

## **11. Comments**

## **12. Announcement of Upcoming Meeting Date and Place:**

The next board meeting will be October 12, 2017 in the boardrooms in Centralia, WA.

## **Adjournment**

The meeting adjourned at 5:45 p.m.

## **APPROVED:**

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*Jim Lowery, Board Chair*

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*Dr. Bob Mohrbacher, Board Secretary*