

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

**Boardrooms  
Centralia College  
Centralia, Washington**

**Regular Meeting  
December 13, 2018  
3:00 P.M.**

**MINUTES**

**1. Call to Order**

Board Chair Stuart Halsan called the meeting to order at 3:00 p.m.

**2. Roll Call**

Board members present:

Stuart Halsan, Chair  
Mark Scheibmeir, Vice Chair  
Debbie Campbell  
Doris Wood-Brumsickle  
Jim Lowery

**3. The flag salute** was led by Brent Erwin.

**4. Introductions:**

Mary Capen, third year probationary faculty, gave a presentation on "Patient diagnosis: Congestive heart failure." Mary provided an example of a patient who exhibited all the signs of congestive heart failure and explained how the patient would be diagnosed, what symptoms the health care practitioner would look for, what type of tests the patient may undergo, and the different medications that would be prescribed. This is only one of the many ailments that nursing students must learn about.

Amy Spain, third year probationary faculty, gave a PowerPoint presentation on "Patience vs. Understanding" and explained that if you can understand a student's behavior you can be more effective as an educator. The differences on how students learn, how children develop, including cognitive, social, motor, and emotional development all affect how children learn. Understanding how people learn and are affected by their environment is important when using guidance strategies in the classroom.

Brent Erwin, Vet Corps Navigator, introduced himself and outlined the work he intends to accomplish during the year. Brent described some of the individuals he works with and believes that providing services, a safe place, and educational support for veterans will help them succeed.

Bob Peters, Athletic Director, introduced head coach Caleb Sells, Assistant Coaches Kyahri Adams, Joe Milton and Lauren Fisher and the members of the women's 2018-19 basketball team.

Bob Peters, Athletic Director, introduced head coach Jason Moir, assistant coach Jonathan McMillan and members of the men's 2018-19 basketball team.

## **5. Open Forum**

No one requested to speak in open forum.

## **6. Executive Session**

Under RCW 42.30.110, the board may hold an executive session for the purpose of reviewing the performance of a public employee; 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 4:20 pm board members moved into executive session for the purpose of reviewing the performance of public employees and potential agency litigation. The board reconvened into open session at 4:50 pm.

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

There was no action taken from Executive Session.

## **REGULAR AGENDA**

### **Adoption of Minutes:**

It was MOVED BY MARK SCHEIBMEIR THAT THE BOARD APPROVE THE REGULAR MINUTES OF November 6, 2018. THE MOTION CARRIED UNANIMOUSLY.

### **ASCC**

Jaima Kortlever, ASCC President, provided an update to her written report.

Student Government has opted to select student government candidates by selection rather than the election process. This will be in effect until a future student government decides to try something different.

Senator Ballout and President Kortlever attended Legislative Academy. Jaima reported learning about legislative issues, food insecurities, and what to expect one hundred days before a legislative session (from a student's point of view). Senator Ballout learned about incarcerated students and maintaining motivation through the legislative process in her sessions.

When winter quarter convenes, Jaima will be asking students if they would like to attend Legislative Day on January 24, 2019.

There are approximately thirty clubs and organizations on campus. The Diesel Club recently provided two truckloads of food for the food pantry and set a good example for other clubs on campus. To encourage more participation in clubs and activities, the ASCC will be sponsoring a “Club of the Quarter” competition.

The trustees commended the ASCC for their holiday greeting on Facebook.

### **Instruction**

John Martens, Vice President Instruction, reported that there are new programs planned for implementation over the coming year. Academic Transfer is planning to launch a degree in agriculture, a five credit health care certificate has been started at CC East, and Garrett Heyns Education Center (GHEC) has a newly reorganized construction trades program. Possibilities for fall 2019 include a Forestry Tech program, Small Business Ownership and Office Management. Plans to implement the Commercial Driver’s License (CDL) by spring quarter are in the works; fall quarter at the latest.

There was discussion regarding cyber security and whether the college should be exploring this possibility. Dr. Mohrbacher stated that there is a small portion of colleges that have cyber security as part of their IT degree; perhaps an inquiry at those institutions could provide some information. There are things the college would need to address such as enrollment, the level of employment opportunities for graduates and hiring qualified faculty to teach in the program. Employees can typically make more in the field rather than teaching, making it difficult to find qualified faculty.

Kelli Bloomstrom, Dean Transitional Education, gave a brief description of the Centralia College East Organization of Students (CCEOS). This group is the east end equivalent of student government on the main campus.

### **Human Resources**

Julie Huss, Vice President Human Resources, summarized that there were several job searches that have come to a successful close. The office started scheduling Vice President of Instruction interviews today and plans to have the schedule out to the campus soon.

Both internal and external positions have generated deep pools with strong candidate selections.

### **Student Services**

Robert Cox, Vice President Student Services, requested the ASCC report be included with the Student Services section. Jaima will continue to give the report but it will be under Student Services.

Robert provided a snapshot of enrollment information from other colleges:

- Big Bend – down 2.6%
- Grays Harbor – down 4.5%
- Clark – down 14%
- Walla Walla – down 6.5%
- Clover Park – down 5%

- Whatcom – down 18%
- Green River – up 3%

Centralia has been working to improve enrollment and there is some enrollment growth; however enrollments remain below Centralia's state target.

The ESports arena will be on the third floor of the TransAlta Commons (TAC) building. ESports students must have credits and meet grade criteria. It was suggested that the coach, Jacob Beach, give a presentation on ESports sometime in the spring.

Robert explained that Student Services staff launched a campaign to contact students that were enrolled spring quarter 2018 but were not enrolled in fall 2018. Six students re-engaged from this effort. The Financial Aid outreach campaign is a continuous effort.

Several ideas are being tried; not one particular method can be pinpointed as being the solution to our incremental enrollment successes.

### **Administrative Services**

Marla Miller, Director, Business Services, reported additional asbestos has been found in the Kemp building in the form of coated fiberboard which has added some additional costs.

The financial statement audit process will begin December 27, 2018. The board is typically invited to both the entrance and exit interviews.

### **Foundation**

Christine Fossett, Executive Director, reported the processing of an additional two applications for the GED testing scholarships bringing the total amount to four.

Scholarship applications are up for the year. Last year at this time there were 70 applications; there are currently over 100 applications in the queue.

### **Policy Governance**

#### **Code of Ethics CE 1-9 (Trustee Self-Evaluation)**

Dr. Mohrbacher requested discussion on the trustee evaluation process.

The trustees discussed the document at great length. The document provided a year's review of activities the trustees participated in. There was some analysis of whether the trustees were effective in their responsibilities as trustees, if trustee goals need to be determined, and how the trustees determine their goals for the future.

Dr. Mohrbacher added that the President's Office could supply the bulleted list of accomplishments at the June meeting prior to the board retreat. This would give the trustees sufficient time to review their performance over the past year.

It was determined that the trustees need to collectively think about the self-evaluation process and decide on how to determine their goals. The trustees agreed that they were focusing on separate issues.

It was MOVED BY JIM LOWERY THAT THE BOARD EVALUATION PROCESS BE TABLED UNTIL THE JANUARY 10, 2019 BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

### Policy Updates

Dr. Mohrbacher stated that the Northwest Commission on Colleges and Universities (NWCCU) accreditation visit resulted in a recommendation for the college that stated the college should develop a formal process for the creation, revision or elimination of policies and procedures. The accreditation team also suggested the trustees become more involved in the policies and procedures; the policy review and approval process that the Institutional Effectiveness (IE) Committee is currently participating in is a result of this recommendation.

No action is needed on these updates; however, the accreditation recommendation was specific about the board's role in reviewing policy. As work continues on reviewing and updating the policies, this information will be on the Board of Trustees agenda for trustee review.

The college policy manual has been uploaded to the Centralia College website; there is more work to do to ensure all the links work. The college policies are organized both alphabetically and numerically; this organization method was inherited and can be reviewed for improvements as the revision process continues.

## **8. New Business**

### Trustee Treasurer

Dave Stolier reported that someone should be appointed treasurer for the Board of Trustees. Many responsibilities are delegated to the president; this could be an additional responsibility.

The President's Office will draft a motion that states either the President or the Chief Financial Officer will act as the Trustee Treasurer. The proposed motion will be brought to the January 10, 2019 board meeting.

## **Old Business**

### TransAlta Community Grant progress

Marla Miller reported a revised grant application is being prepared for the TransAlta Community grant program. This grant would fund a small (12,000 sq. ft.) flexible trades building. The Foundation Board agreed to help fund up to \$200,000 of the building to better demonstrate their dedication and financial involvement in the building. The addendum will be asking for less money and showing more contribution.

### Strategic Planning

Dr. Mohrbacher reported the Mission Rewrite project is moving along at a good pace. Seven campus and community forums have been held as well as several meetings of the Mission Rewrite Team. The team broke down into smaller groups to tackle values, mission and vision and those groups have been meeting on their own to sift through all the comments and contributions.

Jim Lowery added that each subgroup paid close attention to the input provided from all the forums. Statements from all the subgroups are on their second and third drafts after robust discussions regarding inputs and outputs.

Dr. Mohrbacher stated there will be a Mission Rewrite campus forum on Friday, January 11, 2019 at 2:00 pm in TransAlta room 122.

Draft mission, vision and value statements are available on MyCC. The team should be ready to present the drafts to the trustees by the February or March board meeting.

Jim Lowery added that several people put a lot of work into this project and he appreciated the opportunity to be included in the mission rewrite process.

The President's Office will send out the draft statements to the trustees for their review.

### Accreditation Timeline

Dr. Mohrbacher explained the accreditation timeline and reviewed the seven recommendations the college received. The accreditors provided three dates where they will be doing follow-up on their recommendations; two of those dates coincide with each other. Both reports are due in the fall at the same time.

Recommendation number five, which pertains to the trustees, is to develop a formal process for the creation, revision, or elimination of policies and procedures. The board passed a new policy at the October 11, 2018 board meeting addressing this issue.

### Guided Pathways

Jim Lowery requested an update on any progress being made towards becoming a Guided Pathways institution. Dr. Mohrbacher reported the Guided Pathways Taskforce has been on hiatus since spring.

The college participated in a statewide assessment last year that said Centralia College has quite a few of the elements of Guided Pathways in place or partially in place. The crucial elements are missing; there is no current Guided Pathways approach.

This is not an accreditation issue; however, more and more of state funding is structured around Guided Pathways. The college needs to take the next step, whether it begins incrementally or with one giant leap forward.

John Martens added that there is some work going on but it hasn't been pulled under a common umbrella at this point.

Christian Bruhn stated the college needs to find what works for a small institution and how to get to that next step.

Stuart Halsan requested the topic of Guided Pathways be added to the agenda and will expect monthly updates on the progress.

### Trustee Reports

#### Trustee Activities

Stuart Halsan added that he attended the Fall Legislative Action Committee (LAC) retreat on Thursday, November 8, 2018.

### WA-ACT

The ACT Fall Conference was Friday, November 9<sup>th</sup>. The trustees' consensus was that the meeting was better than usual and there was value from some of the presentations.

The Winter Legislative Conference is January 21, 2019. All trustees are planning on attending.

### ACCT

Mark Scheibmeir has registered for the National Legislative Summit to be held in Washington, DC in February 2019.

### CC Foundation

Doris Wood-Brumsickle commended Christine Fossett, Foundation Director, on the work she is doing.

Doris reported there was discussion regarding raising the minimum amount of funds needed to start an endowed scholarship from \$17,000 to \$25,000. This allows for a bigger cushion and the money lasts longer.

The Foundation has reached two thirds of their budget goal for this year.

The Foundation is working on having two years of cash in reserve; currently one year is the minimum.

The Foundation used their new meeting format for the first time. The general group met for 45 minutes and then broke into subcommittees.

### **President's Report**

Dr. Mohrbacher reported the Northwest Athletic Conference (NWAC) officials will be here to award the President's Cup on January 30, 2019.

Dr. Mohrbacher and Christine Fossett gave a presentation at the Chamber of Commerce Forum and provided the group with updates on the college and Foundation.

The governor's budget came out today; more information on the budget will be presented tomorrow at the Washington Association of Community and Technical Colleges (WACTC) president's meeting.

The legislative session opens January 14, 2019.

The Higher Education Committee has been renamed the College and Workforce Development Committee. Drew Hanson is the chair; this should be a good connection.

The Retention Team is working on increasing enrollment/retention/completion rates; all these efforts will be consolidated and put in one place. That update will go out sometime next week.

Dr. Mohrbacher reported Bill Storms, ctcLink/Data Integrity Project Consultant, is intending to retire at the end of February, 2019. Bill has been here longer than originally planned. There is a succession plan in place. Bill is willing to come back on a project by project basis to do a little more work for the college.

Dr. Mohrbacher stated there will be a recommendation regarding legislative priorities for salaries tomorrow morning at the WACTC meeting:

- The first priority will be the competitive salary ask of the legislature on top of the Cost of Living Adjustment (COLA). The system is requesting the entire 68 million or 100% of whatever the legislature is giving the system.
- The system would like the entire salary ask to be funded; the 65% funding that has been done in the past is not an option.
- WACTC will consider a 5% regional pay increase for King County schools. That percentage matches what was negotiated at the state level for classified staff in King County. This would only happen if the system receives 100% of the \$68 million ask.

**Comments:**

**9. Announcement of Upcoming Meeting Date and Place:**

The next board meeting will be Thursday, January 10, 2019 in Centralia, WA.

**Adjournment**

The meeting adjourned at 6:30 p.m.

**APPROVED:**

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*Stuart Halsan, Board Chair*

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*Dr. Bob Mohrbacher, Board Secretary*