

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

**Boardrooms
Centralia College
Centralia, Washington**

**Regular Meeting
October 11, 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
Joanne Schwartz
Doris Wood-Brumsickle
Jim Lowery

3. The flag salute was led by Joanne Schwartz.

4. Introductions:

Janet Reaume introduced Chander Cardenas, the 2018-19 student worker in the President's Office.

Robert Cox, VP Student Services, gave a PowerPoint presentation on the 2017 and 2018 graduation classes from WF West in Chehalis. Robert provided data and college enrollment information; specifically whether the graduates enrolled in higher education after their graduation and where they were enrolled. Robert also listed the programs and efforts from the Centralia College retention team as well as incentives offered to students who chose Centralia College.

Dr. Mohrbacher added that there are several reasons students chose to enroll elsewhere – a specific program, athletic opportunities or a particular technical course.

Robert closed by stating there are several opportunities and incentives available for students this fall quarter.

Robert Cox introduced head coach Susan Gordon, assistant coaches Nicolle Duryea and Haley Graham, and the members of the women's 2018 volleyball team.

Robert Cox introduced head coach Horst Malunat, assistant coach Robert Potestio and members of the women's 2018 soccer team.

5. Open Forum

No one requested to speak in open forum.

REGULAR AGENDA

Adoption of Minutes:

It was MOVED BY JIM LOWERY THAT THE BOARD APPROVE THE REGULAR MINUTES OF September 13, 2018. THE MOTION CARRIED UNANIMOUSLY.

ASCC

Jaima Kortlever, ASCC President, reported on four main activities:

- The first day of classes coincided with Constitution Day. Two days were dedicated to enhancing students' knowledge about the United States Constitution. A popular activity was "Spin the Wheel" which provided constitution information in a multiple choice question format. There was also a free speech wall where anonymous questions and concerns could be posted.
- S'more Voters was a popular activity that promised a prospective voter a s'more if the student registered to vote that day. Anyone updating their registration or providing their name and number were also provided with a sweet treat.
- Rick Shenkman, historian, author and founder of the popular History News Network gave a presentation on "Your Brain on Politics." It was an ASCC sponsored event.
- The ASCC in conjunction with The Chronicle, KELA-AM, KMNT Country, and the Centralia-Chehalis Chamber of Commerce will be holding a Political Forum/Town Hall Tuesday, October 16th at 7:00 pm in the TransAlta Commons. Dr. Mohrbacher will be the moderator. Jaima closed by inviting people to attend the student events; the political forum sounds especially promising.

Faculty

Dan Taylor, faculty representative, Centralia College Federation of Teachers, corrected his report by stating there are twenty four probationary track committees.

Dan thanked Joanne Schwartz for her ten years of service to Centralia College.

Dan did not attend the earlier fall faculty union meeting regarding wages; he is planning on attending the November meeting and hopes to be able to provide more information on the faculty wages issue at subsequent meetings.

Classified

Renae Z'berg, Instruction & Classroom Support Tech 3, introduced herself as the new classified staff representative. Renae currently works in the chemistry lab and is also the shop steward. Renae did not have a report for October but plans to have a report for the November 6th board meeting.

Jim Lowery thanked Renae for providing representation for the classified staff.

Instruction

John Martens, Vice President Instruction, noted that tenure presentations will begin at the November 6, 2018 board meeting.

Christian Bruhn is currently attending the Intercollege Relations Commission (ICRC) fall meeting to ensure good community college relations.

John explained that a few Information Technology (IT) classes have been cancelled due to lack of faculty. There was a brief discussion regarding attracting qualified IT staff, differential pay issues for IT and nursing staff, and regional pay issues.

Joanne Schwartz noted that the college website provided information on upcoming theater productions; Joanne provided hard copies for anyone interested in upcoming events.

Public Information Office

Amanda Haines, Director of Public Relations, reported the Mario Madness 5K Fun Run is Saturday, October 20, 2018 at 10:00 a.m.

Human Resources

Julie Huss, Vice President Human Resources, reported the Vice President of Instruction position has been posted. There is already interest in the position.

Julie reported the 2018 Fall Faculty and Staff Conference is tomorrow, Friday, October 12th. The theme this year is "It's all about the Mission" and will begin at 8:00 a.m. with breakfast and a campus safety update. Mission Fulfillment and breakout sessions will begin at 9:15 a.m. and professional development workshops will be offered in the afternoon starting at 1:30 p.m.

Student Services

Robert Cox, Vice President of Student Services, reported Centralia College received the Northwest Athletic Conference (NWAC) President's Cup for a second time in the six year history of the award. This award is based on the academic performance of the college athletes and the amount of points awarded are determined by the student-athletes' GPAs.

Robert discussed enrollment numbers and stated Centralia's enrollment is following the trend of other community colleges in the state. Running Start Full Time Equivalent (FTEs) are up; however, the college has still not met the state's target.

The Free Application for Federal Student Aid (FAFSA) can be an indicator of enrollment; there is an expectation that if there is an increase in FAFSA applications that may indicate a possible increase in student admissions.

Administrative Services

Steve Ward, Vice President Finance & Administration, reported Grays Harbor's e-mail system was hacked. The Office of the Chief Information Officer (OCIO) is requesting staff to use their official college e-mail address and cautioned against using personal addresses when conducting college business.

The Merchant Patrol hours have been increased due to heightened concern regarding campus safety.

Dr. Mohrbacher reported the Kemp time capsule has been found and is currently in the President's Office. He suggested opening the capsule on the 100th anniversary of the college in 2025. The time capsule did not include directives regarding when and where it should be opened.

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 ten minutes. At 4:20 pm board members moved into executive session for the purpose of reviewing the performance of public employees. The board reconvened into open session at 4:40 pm.

7. Action from Executive Session

The trustees completed their evaluation of President Mohrbacher.

It was MOVED BY DORIS WOOD-BRUMSICKLE TO EXTEND DR. MOHRBACHER'S ROLLING CONTRACT FOR AN ADDITIONAL YEAR. THE MOTION CARRIED UNANIMOUSLY.

8. Policy Governance

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

Dr. Mohrbacher provided a document to help the trustees shape their goals. The document organized the goals around the core themes, accreditation, policy governance, planning, evaluation and supervision of the president.

There was robust discussion regarding the evaluation document; does it serve as a reminder to the trustees on whether they fulfilled their role.

Dr. Mohrbacher stated that the document may be manipulated in whatever way the board determines; the purpose of the document is to provide an evaluation process. The Trustees agreed to try using the evaluation tool and to bring their results back to the next meeting.

Board Policy on the creation, review and elimination of college policies and procedures

The Board of Trustees expects that Centralia College will be governed by clear and published policies and procedures. To that end, the Board outlines the following guidelines for the creation, review and elimination of college policy and procedures.

1. The Board will establish and regularly review Board Policies; these policies should direct the president and college personnel with regard to the general expectations for the operation of the college.

2. The College will establish and regularly review Administrative Policies to outline official rules and practices. These procedures may apply to college employees, students, or members of the public conducting business with the college.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD POLICY ON THE CREATION, REVIEW, and ELIMINATION OF COLLEGE POLICIES AND PROCEDURES BE ADOPTED BY THE BOARD AS THE POLICY FOR THAT PARTICULAR AREA. THE MOTION CARRIED UNANIMOUSLY.

Dr. Mohrbacher added that in anticipation of the board's approval, item 2E addresses administrative polices that are approved, revised or eliminated by the Institutional Effectiveness (IE) Committee will be included in the Board of Trustee's Consent Agenda as an informational item.

Currently, the Board Policies are included in with the college's general policies and work has been done to revise and update those policies. IE recently voted to separate the four board policies out of the administrative manual and move into the board policy manual.

Janet Reaume added that the current policy manual is separated into four sections:

- Chapter 1 – General College Policies
- Chapter 2 – Personnel – Policies, procedures, practices
- Chapter 3 – Instruction
- Chapter 4 – Students

The separation of board policies will create Chapter 5 – Board Policies.

9. New Business

Retention Efforts

Dr. Mohrbacher reported that he will be presenting on retention efforts at the Fall Conference tomorrow with Scott Wagemann, Director of Institutional Research and Robert Cox. The participants will get an in-depth look at institutional retention data, identify how the data will help drive the college completion goal, and learn how the retention team will develop over the next few quarters.

Old Business

TransAlta Community Grant progress

Steve Ward reported all of the work is almost complete on retro-fitting the doors and windows in the student apartment building with the expected completion of the project in approximately four weeks.

Steve explained that the Department of Commerce grants process has not been economically beneficial for the college; there is much more administrative oversight that the college must undergo when partnering with the Department of Commerce.

Naming

Dr. Mohrbacher reported that the Naming Committee met October 10th to discuss the named classrooms in Kemp Hall and how the college will carry those names forward. The Kemp Hall name was also discussed.

The recommendation(s) from the Naming Committee are as follows:

1. The Naming Committee recommends that the new/north entry to campus that will be created after the demolition of Kemp Hall be known as the Kemp Entrance. This recognition will carry on the Kemp name after Kemp Hall is gone. In addition, it continues to recognize the foundational role that Katherine Kemp played in the early years of Centralia College.
2. The Naming Committee recommends that David Hilbiber and Royce Hull be recognized with a wall display in one of the instructional buildings on campus. This recognition would acknowledge their contributions to building the electronics program at the college. In addition, it would serve as a continuation of the recognition that they were given within Kemp Hall, as dedicated on November 8, 2000.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE KEMP/NORTH ENTRY BE KNOWN AS THE KEMP ENTRANCE. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE PLAQUES OF DAVID HILBIBER AND ROYCE HULL BE APPROPRIATELY COMPLETED AND WILL REMAIN WITH THE MECHATRONICS PROGRAM IRRESPECTIVE OF THE PROGRAM LOCATION. THE MOTION CARRIED UNANIMOUSLY.

Strategic Planning

Dr. Mohrbacher stated that tomorrow is the All-Campus Meeting and the first part of the day will be devoted to mission statement development. The next forum is scheduled for Thursday, November 1st in CC East and another community forum is scheduled at 4 pm on November 15th in Chehalis at the Virgil R. Lee building. Phi Theta Kappa (PTK) will be meeting October 15, 2018 to discuss a student forum.

Dr. Mohrbacher outlined his plan for the All-Campus mission development forum and stated there will be six questions that will be asked at each table:

- Two on values
- Two on the mission
- Two on college vision

Each table will provide answers to the questions and the results will be tallied, recorded and forwarded to the Mission Rewrite task force. The group will sort those answers into themes and generate a draft mission statement.

Trustee Reports

Trustee Activities

It was reported that Mark Scheibmeir, Joanne Schwartz, Doris Wood-Brumsickle and Jim Lowery attended the Cristi Heitschmidt scholarship fund raiser.

WA-ACT

The Fall Legislative Action Committee (LAC) retreat is Thursday November 8th and the ACT Fall Conference is Friday, November 9th. Stuart Halsan will be attending the LAC retreat and all of the trustees will be attending the November 9, 2018 Fall Conference at the DoubleTree by Hilton Seattle Airport.

ACCT

Dr. Mohrbacher, Stuart Halsan and Joanne Schwartz will be attending the 2018 ACCT Leadership Congress in New York October 24th – 27th. Dr. Mohrbacher, Joanne Schwartz and Mary Lou Bissett will be giving a presentation titled **Partners for Student Achievement**. The presentation will explain how the Chehalis School District partnered with the Chehalis Foundation and Centralia College to work toward their goal of assuring 60 percent of high school graduates earn a postsecondary credential.

CC Foundation

Doris Wood-Brumsickle reported there have been several prizes donated for the Foundation Gala.

Foundation members will be at the Lucky Eagle Casino for the Chehalis Tribe Loan Fund luncheon on Friday, October 26th from noon to 3:00 p.m.

There have been several gifts made to the Foundation:

- Bob and Doris O'Neill donated funds to purchase two practice pianos
- A new George and Mary Jane Washington scholarship fund
- A \$1,000 endowment in honor of Margaret Shields
- A \$1,000 gift from Ralph Olson and his daughters
- \$230,000 stock value from dentist Dr. Richard Phillips
- Monetary gift to purchase new choir robes from Audrey Kimball

The Our Literacy Council is now defunct. Becky McGee and Gene and Deborah Shriver have combined their resources to create a fund that will assist students who are working towards obtaining their General Education Development (GED) certificate.

RotorAct is being re-established on campus.

President's Report

Dr. Mohrbacher reported the Foundation is in the midst of a transition. Christine Fossett will move into the Executive Director position beginning November 1st as Steve Ward begins the transition out of his current role with the Foundation. Christine will continue to meet with Steve but will now officially report to the President's Office.

Dr. Mohrbacher reported a new trustee, Debbie Campbell, has been appointed. Debbie will officially take on her trustee responsibilities the first of November but the college will make a public announcement sometime next week.

Dr. Mohrbacher attended the Washington State University Vancouver scholarship recognition event in Vancouver on Tuesday, October 9, 2018. This year the student selected was Heather Beaird; she is currently taking all online classes but will be on WSU Vancouver's campus next semester.

Dr. Mohrbacher briefly spoke of the WSU practice of "Adopt a Cougar" and how it may be a beneficial retention strategy.

Comments:

Joanne Schwartz thanked those who encouraged her to apply to be a college trustee and the help she received as a trustee. Joanne stated the experience was indeed life changing.

Doris Wood-Brumsickle will craft the thank you to the campus for participating in the 360 survey; the President's Office will send the thanks to the college community.

10. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Tuesday, November 6, 2018 in Centralia, WA.

Adjournment

The meeting adjourned at 5:55 p.m.

APPROVED:

Stuart Halsan, Board Chair

Dr. Bob Mohrbacher, Board Secretary