

COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College	
Boardrooms Centralia College Centralia, Washington	Regular Meeting March 9, 2017 3:00 P.M.

MINUTES

1. Call to Order

Board Chair Doris Wood-Brumsickle called the meeting to order at 3:05 p.m.

2. Roll Call

Board members present:
 Doris Wood-Brumsickle, Chair
 Jim Lowery, Vice-Chair
 Stuart Halsan
 Dr. Joe Dolezal
 Joanne Schwartz

3. **The flag salute** was led by Dave Stolier.

4. Introductions:

Clifford Frederickson, Assistant Director of Fiscal Services, gave a PowerPoint presentation on the 2016 annual financial report.

Clifford summarized the main elements of a financial report. Clifford provided information on how different assets and capital spending affect the financial impact of the college and noted the Northwest Commission on Colleges and Universities (NWCCU) require an audit before granting an institution accreditation.

Clifford concluded his presentation by stating Centralia College has been the leader in the community college system when it comes to external financial reporting. The college was the first state agency of higher education to earn the State Auditors' Office (SAO) Stewardship Award for the 2014 audited financial report.

The fiscal reports for the last three years are on the college website and can be accessed with this link: <http://www.centralia.edu/admin/services/FiscalServices.html>

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 February 9, 2017. THE MOTION CARRIED UNANIMOUSLY.

ASCC

Nikisha Silvestre, Senator for Student Relations, for Allie Fairall, reported on recent and upcoming activities.

The ASCC sponsored a mid-term PB&J event where they distributed free peanut butter and jelly sandwiches to students.

The Black Jew Dialogues were here last week; Nikisha thanked everyone for supporting the presentation.

There is currently a Blazer Bill challenge on campus – a small version of Blazer Bill is hidden in various spots around campus.

The ASCC is currently preparing the 2017-18 report.

The ASCC will be accepting applications for student government for the 2017-18 school year at the beginning of spring quarter.

Faculty

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, reported adjustments to the “moonlight salary schedule” will become effective at the start of spring quarter. This payment schedule has not had any increases since 2007 and full-time faculty who have been teaching moonlight assignments have been compensated at a lower rate than new faculty, who enter the salary schedule at Step 4. Everyone who was teaching moonlighting classes will now be compensated appropriately.

Classified

Erin Baker, Classified Representative, introduced Jennifer Horrace as the new classified representative. Jennifer provided additional information about Blazer Buddies; a program which hopes to bring a love of reading to the Early Childhood Education and Assistance Program’s (ECEAP) young students. College athletes read to the ECEAP children for a three week period. The athletes also helped raise over \$500 and provided 167 blankets for the ECEAP program. Jennifer read a letter of appreciation from the blanket recipients.

Instruction

John Martens, Vice President Instruction, explained that **priority** registration has yielded six diesel and four IT applicants. That deadline is March 15th and then registration opens up to everyone. The diesel program has not had large numbers; perhaps students are being hired into a robust job market before finishing the program.

The Bachelor of Applied Science in Teacher Education (BAS – TE) is currently at forty applicants.

Doris Wood-Brumsickle commended the drama program for their recent production of *The Odd Couple*. Christian Bruhn reported that *Fiddler on the Roof* has been cast and he will be in the role of the constable – with no singing or dancing.

Public Information Office

Amanda Haines, Director of Public Relations, reported the date for the TransAlta Grand Opening has been changed from Thursday, April 27th to Tuesday, May 2, 2017. The event will begin at 4:00 pm with the speaking program to start at 5:00 pm.

The Marketing, Recruitment and Retention Team (MARRT) has shifted focus and is putting together a plan for recruiting and retaining Latino students. The MARRT meeting went well with ideas and enthusiasm for expanding their efforts into the Latino community.

Human Resources

Julie Huss, Vice President of Human Resources, reported the Human Resources office is currently in the interview process to fill the position of Human Resources Consultant Assistant 1 recently vacated by Jet'aime Mullins.

Student Services

Robert Cox, Vice President of Student Services, reported the women's basketball team plays Saturday in Everett against Bellevue. It's single elimination so if the women's team loses then they will be out.

Administrative Services

Steve Ward, Vice President Finance & Administration, reported the Commons building is progressing well; preparations are now underway for the May 2nd Grand Opening.

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. The executive session is expected to last approximately thirty minutes. At 4:00 pm board members moved into executive session to review the performance of public employees. The board reconvened into open session at 4:15 pm.

7. Action from Executive Session

TENURE/CONTRACT RENEWAL MOTIONS

It was moved by Joanne Schwartz, and unanimously passed, that the Board of Trustees, after having given reasonable consideration to the recommendation of the president and probationary review committee of Centralia College, award tenure to BRUCE CARLEY, effective with the 2017-18 academic year.

It was moved by Stuart Halsan, and unanimously passed, that the Board of Trustees, after having given reasonable consideration to the recommendation of the president and probationary review committee of Centralia College, award tenure to ADAM HATFIELD effective with the 2017-18 academic year.

It was moved by Doris Wood-Brumsickle, and unanimously passed, that the Board of Trustees, after having given reasonable consideration to the recommendation of the president and probationary review committee of Centralia College, award tenure to PRESTON KIEKEL, effective with the 2017-18 academic year.

It was moved by Jim Lowery, and unanimously passed, that the Board of Trustees, after having given reasonable consideration to the recommendation of the president and probationary review committee of Centralia College, award tenure to SCOTT KNAPP, effective with the 2017-18 academic year.

It was moved by Joe Dolezal, and unanimously passed, that the Board of Trustees, after having given reasonable consideration to the recommendation of the president and probationary review committee of Centralia College, award tenure to RONALD SHEA, effective with the 2017-18 academic year.

It was moved by Joanne Schwartz, and unanimously passed, that the Board of Trustees, after having given reasonable consideration to the recommendation of the president and probationary review committee of Centralia College, award tenure to ALEX SOLOMON, effective with the 2017-18 academic year.

It was moved by Stuart Halsan and unanimously passed, that the Board of Trustees directs the president to notify TENEAL GUSTAFSON, KELSEA JEWELL, TYSON LUCAS and BETH MAY that the Board authorizes continuation of the probationary review period.

It was moved by Joe Dolezal and unanimously passed, that the Board of Trustees directs the president to notify PATRICK ALLISON, RYER BANTA, MARY CAPEN, EMMY KREILCAMP, CARRIE JOHNSON, LINDY MCCARTHY, MADONNA POOL, ANNE SCHUCHMANN, ELIZABETH SCHULTZ, SAMUEL SMALL, AMY SPAIN, LISA SPITZER, JOHN SOMMER and DAN WHALEN that the Board authorizes continuation of the probationary review period.

ALL MOTIONS PASSED UNANIMOUSLY.

8. Policy Governance

END 3.1

Steve Ward reviewed END 3.1 which states: The College shall serve as a model of effective stewardship by prudently managing financial resources.

Steve explained tuition collection and budgeting, college reserve policy and budget distribution. The benchmark regarding scholarships will be on hiatus for the 2017 report; this benchmark will be undergoing revision.

END 3.2

Steve Ward reviewed END 3.2 which states: The College shall serve as a model of effective stewardship by effectively managing physical resources. Steve reviewed the current Master Plan (approved in 2010) and said a complete update is needed and involves the community surrounding the college. Steve briefly reviewed the custodial/facilities/grounds evaluations provided by staff who participated in a college survey and provided information on the amount of greenhouse gas the college produces. The college is required to calculate this information yearly by the Department of Ecology.

It was requested that the Master Plan will be a topic at the board retreat.

END 3.3

Steve Ward reviewed END 3.3 which states: The College provides instructional technology resources to deliver its educational mission. Steve explained the benchmarks and indicators that demonstrate the technology is current with the demands of the students citing the Noel-Levitz and Community College Survey of Student Engagement (CCSSE) and internal surveys of faculty and staff as references. Steve explained bandwidth availability, smart classrooms, and the established computer replacement policy used to develop benchmarks measuring the college's technological resources. All benchmarks have been met except for the one based on the age of the college's computers.

END 3.4

Julie Huss presented End 3.4 which states: The College shall serve as a model of effective stewardship to the citizens of Washington State by providing trained and qualified college employees. Julie provided an interpretation of the end statement that states the college's hiring process will result in qualified faculty and staff matched to the institution's mission and culture. The college shall provide training opportunities and training expectations to all employees. Performance will be measured through the evaluation process.

Julie addressed the size of applicant pools and the diversity of the college workforce in End 3.4 and stated that it has been difficult to arrive at meaningful benchmarks and indicators.

The evaluation process is critical to accreditation requirements; therefore, it is included in the monitoring report.

Julie explained adjustments to indicators and benchmarks have been either changed or modified to provide a more meaningful report.

It was MOVED BY TRUSTEE JOANNE SCHWARTZ THAT THE BOARD OF TRUSTEES ACCEPT THE 2017 MONITORING REPORTS END 3.1, END 3.2, END 3.3, and END 3.4 AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

New Business

Financial Audit Approval

Steve Ward requested that the Board of Trustees approve the 2016 Audited Financial Report as submitted in draft form by Clifford Frederickson with no changes made to the document.

It was MOVED BY TRUSTEE JOE DOLEZAL TO APPROVE THE 2016 AUDITED FINANCIAL STATEMENT AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

9. Old Business

Hispanic Festival

Robert Cox reported meeting with the Hispanic Festival organizer Martha Wright. The event cost approximately \$50,000 in donated funds and money was generated through private scholarships to provide an array of entertainment.

There is an event in September in Chehalis the college may be able to help with; perhaps by providing a venue.

Stuart Halsan suggested contacting the Washington Hispanic Affairs to see if there was a particular way in which the college could help.

TransAlta Community Grant progress

Steve Ward reported the Department of Commerce grant has been submitted. The funding of \$189,000 for the Centralia College Solar Project was granted on the basis that the dollars will be combined with the funding from the Department of Commerce in the amount of \$151,000 to construct a 56KW solar photovoltaic (PV) project for the library. This low maintenance, roof mounted, made in Washington system will produce over 1.5 million kWhs in its 30+ year life. The PV system is purported to save over \$200,000 during its life thus reducing college operating expenses.

Agriculture scan

Dr. Mohrbacher suggested setting a scan for the fall of 2017. The transfer degrees and information concerning agriculture programs will be established.

The scan would need to address 1) how do we inform people about the degrees being offered and 2) what is their professional technical degree or certificates.

Durelle Sullivan is doing preliminary research on a large animal veterinary technician program; unfortunately, this degree would require facilities.

Futures Forum

Stuart Halsan requested this topic remain on the agenda.

Trustee Reports

Stuart Halsan reported that he is working on acquiring a petrified log for the Kiser Natural Outdoor Learning Lab (KNOLL).

Joe Dolezal reiterated his enthusiasm for speaking to the BAS – M class.

Jim Lowery reported he attended the Washington State Labor Council and he is one of three trustees with a labor based background. Jim informed the WSLC that both classified and faculty groups have representatives who report at the trustee's monthly board meetings.

Both Stuart Halsan and Joanne Schwartz attended the Black Jew Dialogues.

Joanne Schwartz attended the Economic Development Council (EDC) banquet and attended her first Industrial Commission meeting.

WA-ACT

Joanne Schwartz reminded everyone that the spring conference is May 25 and 26, 2017 at Big Bend Community College in Moses Lake, WA.

Joanne Schwartz requested the trustees consider any further nominations for the WA-ACT special awards:

- Professional Staff Member Award
- Faculty Member Award
- Partner of the Year
- Trustee Leadership Award
- Chief Executive Officer Award
- Equity Award

Doris requested that Dr. Joe Dolezal be nominated this year for WA-ACT Trustee Leadership Award.

It was MOVED BY JOANNE SCHWARTZ THAT THE BOARD NOMINATE DR. JOE DOLEZAL FOR THE WA-ACT TRUSTEE LEADERSHIP AWARD FOR 2017. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY JIM LOWERY THAT THE BOARD NOMINATE JANET REAUME FOR THE WA-ACT PROFESSIONAL STAFF MEMBER AWARD FOR 2017. THE MOTION CARRIED UNANIMOUSLY.

The trustees requested that Dr. Bob Mohrbacher and John Martens work together on any subsequent nominations.

ACCT

Dr. Joe Dolezal attended the ACCT National Legislative Summit February 13-16, 2017 in Washington, DC.

CC Foundation

Dr. Joe Dolezal invited everyone to the annual planning meeting on April 12, 2017 from 4:30 to 6:30 pm. The Foundation appreciates trustee involvement and encourages trustee attendance.

The Foundation will be hosting “An Evening with Charlie Albright” April 8, 2017. There are only eight tickets remaining for the event.

Foundation Night at the Oly Club is March 21st, 2017.

A brief explanation of the Fuller Trust was explained as the college received residual funds.

CC Fund

Dr. Mohrbacher reported that Bob Peters, Executive Director Fund, have met to review and revise the by-laws. The board will be meeting in May to approve those changes.

President’s Report

Dr. Mohrbacher reported Centralia College will be hosting the Institutional Research (IR) team from Big Bend Community College (BBCC). The two colleges will be working on how to set up an effective and efficient Institutional Research team and working on specific topics that need addressed. In return, Scott Wagemann will assist the BBCC team on how to generate “dashboards” and assist them in how to use the State Board for Community and Technical Colleges (SBCTC) *Tableau* program.

Department of Labor power grant - The College is eligible for this grant and college staff members are working with PacMtn and the Economic Development Council (EDC) to develop the application. The grant will also provide funding for necessary equipment.

Reserve Funds - As the college becomes more dependent on tuition dollars and the state continues to fluctuate state budget allocations, the college becomes more susceptible to a lapse in funding dollars. Currently the college holds 5% in reserve funds and discussion about increasing the percentage has started.

Classified – Dr. Mohrbacher met with the classified shop stewards this week. They have expressed an interest in meeting on a quarterly basis to remain informed on legislature and budget issues.

Basic Skills waiver - Pierce College has a new program that waives the first quarter college tuition for Basic Skills students entering college level classes. The transition rate from BS to college level has increased and the students are being retaining in those college courses. Perhaps a small team from Centralia should travel to Pierce to see how they implemented the program or ask Pierce to do a presentation on how they

developed and applied this program. It would be interesting to know what their results are and if it is feasible for Centralia as well.

The Faculty Senate – this group will be invited for presentations and will let the President’s Office know when they are ready. The Faculty Senate will not be a standing item on the agenda.

10. Comments

The Powerful Examples of Excellence will be held Wednesday, March 22nd at 6:00 pm in Mossyrock, WA.

11. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be April 13, 2017 in Morton, WA. Room 108.

Adjournment

The meeting adjourned at 6:00 p.m.

APPROVED:

Doris Wood-Brumsickle, Board Chair

Dr. Bob Mohrbacher, Board Secretary