

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

**Boardrooms
Centralia College
Centralia, Washington**

**Regular Meeting
October 12, 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

Stuart Halsan, Vice-Chair

Joanne Schwartz

Doris Wood-Brumsickle

3. The flag salute was led by Jayden McPherson.

4. Introductions:

Jim Lowery introduced Jeff Davis, Superintendent of the Onalaska School District. Mr. Davis introduced his staff members.

Jim Lowery introduced Onalaska graduates, Zachary Huffman and Casey White.

Jim Lowery introduced Kelsea Jewell and Lisa Spitzer. The instructors gave a brief synopsis of what they learned at the Great Teaching seminar and thanked the trustees for their support of the program.

Bob Peters, Athletic Director, introduced head coach Susan Gordon, assistant coaches Daniel Kelly and Haley Graham, and the members of the women's 2017 volleyball team.

Bob Peters, Athletic Director, introduced head coach Horst Malunat, assistant coach Robert Potestio and members of the women's 2017 soccer team.

5. Open Forum

Edna Fund requested to speak in open forum. Ms. Fund thanked the trustees for recognizing the Onalaska School District and stated she is also a graduate of Onalaska.

REGULAR AGENDA

Adoption of Minutes:

It was MOVED BY DORIS-WOOD BRUMSICKLE THAT THE BOARD APPROVE THE REGULAR MINUTES OF October 12, 2017. THE MOTION CARRIED UNANIMOUSLY.

ASCC

Morgan Lakey, ASCC President, reported student government has been busy with several things. Student government has:

- Appointed seven students to committees. There are still more positions to fill.
- Hosted the inter-club council meeting. This is a group of all the clubs and leaders who monitor how clubs function.
- Participating in Leadership Training. Currently, student leaders are partaking in the Leadership Challenge which involves attending weekly seminars on how to be better leaders on campus and in our communities.
- Working on developing basic voter protocol awareness – students need to know dates and deadlines. The student government would like to have Centralia College recognized as voter friendly; the deadline for this designation needs to be met by January 2018. This designation would not be in effect until next year.

Faculty

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, noted that there are several new faculty members on campus.

Tenure committees are busy with the large second year group.

Dr. Mitchler is participating in a nationwide research program and recently finished interviews with seven students who will be represented in the data at the national level.

Dr. Mitchler will be speaking at the Two Year College English Association (TYCA) conference about engaging students from rural community colleges in literature classes.

Classified

Jennifer Horrace, Classified Representative, reported the Classified Union Luncheon will be Friday, October 27th. Several new classified employees have recently been hired. Currently there are three open positions.

Instruction

John Martens, Vice President Instruction, requested an update from the Center of Excellence.

Barbara Hins-Turner, Director Pacific Northwest Center of Excellence for Clean Energy, thanked the board for their continuous support. Ms. Hins-Turner reported that the Washington Integrated Sector Employment (WISE) Department of Labor grant has had some challenges – there has been widespread personnel turnover including program managers, navigators, presidents, and vice presidents. The WISE grant will

begin its fourth year without Anthony Valterra – his last day is October 31st and his position will not be replaced.

The trustees commented on the Instruction board format; Dr. Mohrbacher replied that it will take some time to hone the formatting. The trustees expressed appreciation for the efforts of aligning board reports with the Core Themes.

Jacquie Armstrong, Director Cedar Creek Corrections Center and Garrett Heyns Education Center, reported Lenny Bridges passed away. His celebration of life is Saturday, October 28th.

John Martens reported that Christian Bruhn has been recruiting staff to speak at Sertoma. Two of the probationary faculty members recently presented and both had interesting presentations.

John Martens reported that a draft of the accreditation report is near completion. John will be in Box Elder, MT next week serving as an accreditation reviewer; this should help provide additional insight into Centralia's report.

Human Resources

Julie Huss, Vice President of Human Resources, reported that the All-Campus meeting is tomorrow.

Student Services

Kimberly Ingram for Robert Cox, Vice President of Student Services, reported the Transfer Fair was successful with eighteen colleges participating, three of those from out-of-state. Being on the scene of the event, Kimberly was able to glean some helpful hints and ideas that she may be able to provide to more insight to students at future transfer fairs.

Administrative Services

Samuel Small for Steve Ward, Vice President Finance & Administration, reported changes to the Mass notifications system. Prior to summer 2017, staff were working with three separate and different systems, vendors, licenses, and maintenance requirements. The college has changed to Informacast - one system that can send messages as audio, SMS text, email, phone calls, and app push notifications. The system can confirm responses and monitor notifications in real time. A campus wide user acceptance test was planned for today with testing to be completed by October 15th.

The college was a recent victim of a successful phishing attack; Sam warned everyone to not click on any e-mails where the sender is not recognized. After the single user on the college network clicked the malicious link, it sent emails across the vast range of other emails in that user's list, as well as other lists across the internet using the centralia.edu address. The result of the email caused much of the internet to "blacklist" centralia.edu emails.

6. Executive Session

There was no executive session.

7. Action from Executive Session

8. Policy Governance

Code of Ethics

Dr. Mohrbacher provided a first draft of a Code of Ethics policy for the trustees to review. The new policy includes adherence to these basic board principles:

- Open Public Meetings Act
- Acts as a board; not as individuals
- Do not use trustee position to obtain favors
- Respecting confidentiality

There were suggested changes to be made to the document; Dr. Mohrbacher will make the adjustments and bring the policy back to the trustees for approval in November.

9. New Business

Strategic Planning

Dr. Mohrbacher reported the college currently does not have a strategic plan. The accreditation standards asks that the college describe planning processes that are integrated and comprehensive. The college has the planning processes: well-developed facilities process, instructional planning process, emergency management plan, enrollment plan and core theme monitoring reports. Now there needs to be an over-arching document that integrates the different documents/plans and how they work together.

The All-Campus meeting is tomorrow. The first half of the day will be focused on gathering information in breakout sessions to discuss questions with staff. Responses from participants should help determine a baseline on where the college is now. The information will then be assigned to the Institutional Effectiveness (IE) committee for review. IE will use this information to develop a strategic plan; the plan should be no more than one to two pages.

Facilities Master Plan update

Dr. Mohrbacher provided updates to the college master plan. Bob reviewed the different flow patterns proposed including the pedestrian, circulation and monument plans. The administrative staff will be asking for approval of the 2017 Master Plan at the November board meeting.

10. Old Business

TransAlta Community Grant progress

Dr. Bob Mohrbacher for Steve Ward reported there has not been any progress on the grant for campus lighting since the last meeting.

Agriculture scan

Dr. Mohrbacher stated no date has currently been set for the agriculture scan; work will begin on arranging this event next week.

Naming

Stuart Halsan requested the topic of naming be added to the agenda.

Trustee Reports

Doris Wood-Brumsickle suggested that the Onalaska School District be invited to present on their high school program at one of the trustees' conferences. The Onalaska School District provides a great example of how one small, local high school provided college guidance and encouraged their students to apply for college and was rewarded by 100% of their students being accepted into college.

Doris participated in an Education conference call last week.

Doris received her re-appointment letter from the governor extending her term as a trustee until 9/30/2022.

Joanne attended the Leadership Congress '17 in Las Vegas the last week of September. Joanne reported the session speakers and key note speakers were interesting. Joanne attended the sessions on fund-raising and Foundations.

Joanne attended the women's volleyball game October 11th "Volley for the Cure."

Jim Lowery attended the Advisory Committee meeting for the Center of Excellence. Jim also attended the Foundation Gala and afterglow event "Cigars and Scotch."

Stuart Halsan commended trustees from around the area for being more active at the legislative level.

WA-ACT

Joanne Schwartz requested that the Transforming Lives information be sent to staff members on campus that would have first-hand knowledge of suitable candidates. The President's Office will send out a request immediately.

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

ACCT

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

The voting delegate this year was Joanne Schwartz.

Both Jim Lowery and Joanne Schwartz thought the speakers chosen for the event were quite good.

Janet Reaume was awarded the Professional Staff Member 2017 of the Pacific region.

CC Foundation

Dr. Mohrbacher reminded the trustees that a new liaison to the Foundation will be needed when Joe Dolezal's board appointment expires. It may be awhile before the need arises.

Doris Wood-Brumsickle expressed interest in that position.

President's Report

Dr. Mohrbacher reported there are three candidates for the trustee position currently held by Joe Dolezal. Dr. Mohrbacher will be meeting with an applicant on October 20th to discuss trustee responsibilities. After the meeting, Dr. Mohrbacher will speak with the Governor's Office to determine next steps. The Governor's Office is aware that Joe is willing to serve until another trustee is selected.

Student Life is forming a food pantry. Dr. Mohrbacher spoke with Price Peterson, Residence Life Specialist, about local food banks; they may supply the food needed. This option would be more sustainable than continuously sponsoring a food drive.

Dr. Mohrbacher expressed appreciation for Joe Dolezal's participation with the Master Plan process. Joe attended the series of meetings, including the Site Plan Review committee, neighborhood open meeting, City Council, and the Planning Commission. Steve Ward and Dr. Mohrbacher thanked Joe directly but wanted the trustees aware of his contributions.

Dr. Mohrbacher met with representatives from WorkSource to discuss the potential relocation of WorkSource from the Lewis County Mall to the Centralia College campus. The building, formerly occupied by Student Services, would house WorkSource on the top floor of the building. The expected timeline for this project would be October 2018. Several details have yet to be worked out but the partnership would help students who are under-employed or unemployed.

The Washington State Supreme Court accepted the college invitation to hold oral arguments on campus. The tentative time for this visit has been set for October 2018.

11. Comments

The board discussed recognizing Joe Dolezal for his years of service as a trustee. Joanne Schwartz and Doris Wood-Brumsickle will begin the planning process; the trustees thought a proclamation and a reception would be appropriate.

Kelsea Jewell volunteered to be a third year tenure presenter to the board at the Rochester School District Office in November.

Stuart Halsan reported there will be hands-on experience with a replica of the Gutenberg Bible on Wednesday, October 25th at 3:00 pm in the library.

12. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be November 9, 2017 at the Rochester School District Office, 10140 US-12, Rochester, WA.

Adjournment

The meeting adjourned at 5:25 p.m.

APPROVED:

Jim Lowery, Board Chair

Dr. Bob Mohrbacher, Board Secretary