

<b>COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College</b>	
<b>Boardrooms Centralia College Centralia, Washington</b>	<b>Regular Meeting December 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

Doris Wood-Brumsickle

### 3. The flag salute was led by Joe Dolezal.

### 4. Introductions:

Tyson Lucas, third year probationary faculty, gave a PowerPoint presentation on what his students learn in the lab portion of the diesel program. Tyson gave the example of creating bio-diesel and the process the students use to measure its power output, heat output and emissions information. Tyson explained that the diesel students are trained to use diagnostic equipment such as the dynamometer, spectrometer and the thermal emissions camera. Diesel students also participate in several field trips throughout the year.

Beth May, third year probationary faculty, encouraged the trustees and audience to engage in a first quarter music theory class exercise. All participants sang the notes of a major scale and participated in a music dictation exercise.

Beth stated that there has been several new developments to the music program at Centralia. Here are a few:

- A new music degree program has been developed and implemented.
- First piano lab available to students.
- Adjunct faculty teaching all instruments with the exception of the cello and bassoon.
- Social media accounts have been created for the music program.
- Concerts are recorded and available on Sound Cloud.
- The pep band has been reinstated.

- New course offerings – Music Appreciation, American Music and Music Theory.
- Instrument rental program.

Beth is also working with the Foundation to acquire a choral shell to enhance the sound quality projected from the Corbet stage.

Bob Peters, Athletic Director, introduced the head coach Caleb Sells, Assistant Coaches Kyahri Adams and Carly Meister and the members of the women's 2017-18 basketball team.

Bob Peters, Athletic Director, introduced head coach Jason Moir, assistant coach Jonathan McMillan and members of the men's 2017-18 basketball team.

## 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 November 9, 2017. THE MOTION CARRIED UNANIMOUSLY.

### ASCC

Morgan Lakey, ASCC President, added two items to her written report.

Student Government is working on Voter Friendly Campus status. A college is granted this status if students 1) create a plan 2) provide easy access to voting and 3) form a committee to have the campus designated as such. Students will be working on this project in January; the president and a trustee will be invited to serve on the committee. Currently, there are 86 colleges that have become designated a Voter Friendly Campus.

Legislative Advocacy – The Student Government is traveling to the state capital on January 25<sup>th</sup>. The students will advertise the event at the beginning of winter quarter to encourage other students to get involved.

### Faculty

No oral report was given.

### Classified

Jennifer Horrace, Classified Representative, reported there are three new classified staff:

- Brian Rowling – Buildings and Grounds
- Sarah Hoium – Workforce Education

- Monica Brummer – Student Services

### **Instruction**

John Martens, Vice President Instruction, submitted a timeline for the completion of the accreditation report.

Christian Bruhn, Dean Academic Transfer, reported the Walk 'N Knock was last weekend; he worked with several athletes from the college sports programs.

### **Public Information Office**

Amanda Haines, Director of Public Relations, reported an Open House is planned for February 8<sup>th</sup> from 3:00 to 6:00 p.m. The event will be in the TransAlta Commons and will represent all areas on campus. There will be demonstration classes on display with hands-on activities and financial aid information available in an effort to bring in a larger population of prospective students.

Amanda announced her new publication of *Blazer Briefs*. Currently the one-page news brief is dispersed every Friday. The publication is internal and contains little bites of news.

Stuart Halsan thanked Amanda for organizing and implementing his presentation at the Olympic Club.

Doris Wood-Brumsickle thanked Amanda for her work with the Pacific Northwest Chamber Orchestra.

### **Human Resources**

Julie Huss, Vice President of Human Resources, reported starting January 1<sup>st</sup>, part-time employees and student workers will be eligible for sick leave. This classification of employees will accrue one hour of leave for every 40 hours worked.

### **Student Services**

Robert Cox, Vice President of Student Services, reported Linda Brooks will start work December 27<sup>th</sup> as his executive assistant. Debbie Filley will be coming in to help transition Linda into the position.

Centralia College will be joining the National Association of Collegiate ESports (NAC eSports). The NAC eSports is a subsidiary of the National Association of Intercollegiate Athletics (NAIA). The team will be competing at the conference level and hopefully national level. The Centralia College Trailblazer eSports team supports gender equity. All genders are encouraged to participate.

Stuart Halsan requested further information on the Enrollment Reporting; his concern was that the trustees should more frequently monitor the downward trends in enrollment numbers.

Dr. Mohrbacher stated that of the 34 community colleges in the State of Washington, 30 of them have reported decreasing enrollment numbers. There is a state-wide task force reviewing recruitment strategies.

Robert explained the enrollment report and will include any information the trustees ask for.

Robert met with Taylor Palesky, WF West Retention Specialist, and the Washington Student Achievement Council regarding regional discussions on retention. WSAC is interested in the partnership between the college and WF West. WSAC would like to focus on what is working, what isn't, and establish best practices.

### **Administrative Services**

Dr. Mohrbacher for Steve Ward, Vice President Finance & Administration, reported that the Capital Proposal for the 18,000 square foot Teacher Education and Family Development Center will be ready for submission at the beginning of next week. The proposal is under \$11 million.

### **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(s). The executive session is expected to last approximately thirty minutes. At 4:10 pm board members moved into executive session to review the performance of public employees. The board reconvened into open session at 4:45 pm.

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

There was no action taken from executive session.

### **8. Policy Governance**

#### **EL-4, 5 and 6**

Dr. Mohrbacher reported the trustees currently see only a snap shot of budget information once a quarter. It would be beneficial to the trustees to have more awareness and information on the budget process; to have an idea of how Centralia College's expenditures compare to other colleges.

The trustees noted it is part of their fiduciary duty to be more aware of income and outflows; the current quarterly information the trustees receive reflects money coming into the institution but there is no information available on the money being spent. A suggestion was made to separate the money expended in different areas, for example, what percentage of the budget is spent on faculty? Other information requested was expenditures in:

- Workforce training
- Administration
- Maintenance
- Utilities

The suggestion was made to provide a pie chart of the college expenditures to give the trustees a broad idea of college expenses.

The trustees will review the draft document prior to the January meeting and bring any questions and concerns then.

### Core Theme Outcomes, Objectives and Indicators

Dr. Mohrbacher submitted the Core Theme Outcomes, Objectives and Indicators framework for review. There will be two core theme reports submitted in winter quarter; both will adhere to the framework submitted.

Robert Cox briefly explained recent changes to Core Theme One as work has begun on finding better ways to align the objectives and indicators

Dr. Mohrbacher stated that the Institutional Effectiveness Committee will be scoring the reports and answering whether objectives have been met. Historically, these reports have been scored by the authors.

It was MOVED BY DORIS WOOD-BRUMSICKLE TO APPROVE THE CORE THEME OUTCOMES, OBJECTIVES AND INDICATORS FRAMEWORK AS SUBMITTED. THE MOTION CARRIED UNANIMOUSLY.

## **9. New Business**

### Trustee transition

Dr. Mohrbacher noted that this is the last meeting for trustee Joe Dolezal.

It was MOVED BY DORIS WOOD-BRUMSICKLE TO PROCLAIM JANUARY 11<sup>TH</sup> AS JOE DOLEZAL APPRECIATION DAY WITH A RECEPTION TO BE HELD FROM 2:00 PM – 3:00 PM TO HONOR JOE DOLEZAL AND HIS YEARS OF SERVICE TO CENTRALIA COLLEGE. THE MOTION CARRIED WITH ONE ABSTENTION.

Dr. Mohrbacher stated that Mark Scheibmeir has been selected to serve on the board and will be in attendance at the January 11, 2018 meeting.

Dr. Mohrbacher provided a Trustee Succession and Orientation handout as well as a State Board checklist for CEOs and Board Chairs. Dr. Mohrbacher requested ideas or thoughts on the information that a trustee would find most valuable.

The trustees may hold a study session in early 2018 that would address topics such as ethics, public meetings, public information requests and policy governance.

## **10. Old Business**

### TransAlta Community Grant progress

Dr. Bob Mohrbacher for Steve Ward reported the grant for campus lighting is still in process.

### Agriculture scan

Jim Lowery commended Dr. Mohrbacher and Janet Reaume for their work coordinating the Agriculture Forum in Tenino. The event was successful with approximately 65 people in attendance. There were several farmer/producers in

attendance as well as FFA students and Ag teachers from Tenino, Rochester and Yelm school districts. Producers had differing needs – several citing better or enhanced skills in general math and Ag knowledge. Producers also were willing to serve as places where Ag interns could hone their skills and gain more working knowledge of farming. The students voiced their reasons for being interested in Ag programs; several of them joined FFA for the leadership and public speaking opportunities.

Bob Mohrbacher stated that introducing Ag science and Ag business degrees would be feasible and most likely sustainable. After these initial classes however, it is much less clear how the college responds.

### Naming

It was MOVED BY DORIS WOOD-BRUMSICKLE TO NAME THE CIRCULAR PLAZA FOR STEVE WARD. THE MOTION CARRIED UNANIMOUSLY.

The trustees decided the exact wording on the plaque would be determined by Steve Ward. Julie Huss will review the naming policy regarding the process and eligibility for a current employee and report back to the trustees in January.

### Strategic Planning

Dr. Mohrbacher reported there is nothing new this month.

### Trustee Reports

No oral reports were given.

### WA-ACT

The Winter Legislative Conference is January 22-23<sup>rd</sup> this year. Dr. Mohrbacher stated that he would like the legislators John Braun and Richard DeBolt to attend this event as well.

Joanne Schwartz served on the Transforming Lives Award Committee this year. The awardees have been selected but have not yet been notified. The dinner this year is Monday, January 22<sup>nd</sup>.

### ACCT

The National Legislative Summit is February 11-14<sup>th</sup>, 2018. Joe Dolezal emphasized the importance of having a trustee attend the event at least on an “every other year” basis.

### CC Foundation

Dr. Joe Dolezal announced that the Foundation pledged a million dollars in matching funds backing the Teacher Education and Family Development building in an effort to acquire a higher ranking on the scoring.

Jim Lowery appointed Doris Wood-Brumsickle to replace Joe Dolezal as the trustee liaison for the Foundation.

**President's Report**

Dr. Mohrbacher reported the job announcement for the Foundation Director will be posted in January. The Foundation Board reviewed the announcement and position description last night and are collecting feedback. The director will report to the President's Office rather than the VP of Finance and Administration.

**11. Comments**

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

The next board meeting will be January 11, 2018 in the boardrooms in Centralia, WA.

**Adjournment**

The meeting adjourned at 6:00 p.m.

**APPROVED:**

\_\_\_\_\_  
*Jim Lowery, Board Chair*

\_\_\_\_\_  
*Dr. Bob Mohrbacher, Board Secretary*