

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

**Boardrooms
Centralia College
Centralia, Washington**

**Regular Meeting
November 6, 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 Debbie Campbell.

4. Introductions:

Stuart Halsan introduced Debbie Campbell, new member of the Board of Trustees.

Stuart Halsan introduced three actors who performed a snippet from the upcoming play *Antigone* by Sophocles. The students invited everyone to attend the final performances of the play November 8, 9, 10 and 11, 2018 in Wickstrom Studio Theatre.

Betsy Lazo, third year probationary faculty, gave a PowerPoint presentation on "How Did We Get Here?" Betsy provided a list of programs that she has been involved with since beginning employment with the college as well as the extracurricular activities that she participates in. Betsy gave a brief list of the certificates and degrees that Business Office Technology offers and stated technology constantly needs to be kept current and updated.

Ryer Banta, third year probationary faculty, gave a PowerPoint presentation on "Navigating Today's Information Landscape" and provided an exercise in website authenticity. Ryer demonstrated how students navigate today's information landscape and how it differs from the "print era." Establishing authority, ownership and authors of websites is much more difficult and information literacy is necessary in finding, evaluating and using the plethora of available digital information correctly.

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 October 11, 2018. THE MOTION CARRIED UNANIMOUSLY.

ASCC

Jaima Kortlever, ASCC President, introduced three of the four members of the Student Leadership Team:

- Aaron Fowler – Vice President
- Lauren Mason – Senator for Executive Affairs
- Skyheart Yantis – Senator for Student Advocacy

Student Government hosted “Meet us at the ballot box” and provided voting stickers, buttons, hot chocolate and a thank you to every voter who came to drop off a ballot. The Chronicle interviewed Aaron and Jamie and also snapped a photo of Dr. Mohrbacher visiting the site.

Each quarter the student body tries to generate student involvement. This quarter, ASCC worked with the student activities teams to sponsor “Club of the Quarter.” Each event a club sponsors generates a raffle ticket and at the end of the quarter there will be a drawing for a prize. Hopefully, this will provide an opportunity for club and ASCC interaction.

Trailblazer Tuesdays involve students in various ways. This month, the student body is being queried regarding the “Selection versus Election” process. At the end of fall quarter, the students will determine which method they will use this year.

On October 30, students could put their hand in a box and guess what was inside. It provided interaction and fun before Halloween festivities.

At the end of the month, students will be given an opportunity to create holiday or thank you cards.

Stuart Halsan informed Jaima that she was selected for the Board of Trustees Transforming Lives nomination and will be asked to attend the January 2019 dinner. Jaima thanked the trustees for the nomination.

Faculty

Dan Taylor, faculty representative, Centralia College Federation of Teachers, stated twenty four probationary tenure track committees continue to meet.

Dan added that the Faculty Union is sponsoring the Reinvesting in Our Colleges (ROC) Campaign. The union is asking the legislature for \$500 million more to be put into the state system for community and technical colleges. Dan stated that he may be asking for trustee support at a later date.

Classified

Renae Z'berg, Instruction & Classroom Support Tech 3, had nothing additional to add to her report.

Jim Lowery thanked Renae for providing a well-written report.

Instruction

John Martens, Vice President Instruction, introduced Kelly Erickson, first year probationary faculty. John extends an invitation to all probationary faculty to come and watch their colleagues give their presentations.

Jacquie Armstrong, Dean of Corrections Education Programs, thanked Joanne Schwartz and Jim Lowery for attending graduation last week.

Kelli Bloomstrom, Dean Transitional Education and Centralia College East, reported a full-time Office Assistant 3 has been hired; Laurie Dennis will now be helping Lynn Schinnell with CC East responsibilities.

Jake Fay, Dean Healthcare and Industrial Trades, reported the college has articulation agreements with ten local area high schools for eleven Career and Technical Education (CTE) courses. These class credits can be applied to fifteen different degrees and certificate programs on campus.

Public Information Office

Amanda Haines, Director of Public Relations, reported there are two new soccer and volleyball videos on Facebook:

<http://www.centralia.edu/athletics/sports/wsoccer/index.html>

<http://www.centralia.edu/athletics/sports/volleyball/index.html> .

Amanda recommended taking a look at what Seth Lonborg has produced for the website.

Human Resources

Julie Huss, Vice President Human Resources, had nothing additional to add to her written report.

Student Services

Tracy Dahl, Director Financial Aid, thanked Mark Scheibmeir for providing a good story regarding Financial Aid awarding and provided a brief overview of the Financial Aid process. Tracy reported the processing time of an application depends on when a student applies and the various issues that come into play. All students are considered when they apply for financial aid but the earlier a student applies, the more money there is available. When a student fills out a Free Application for Federal Student Aid (FAFSA) form, the student is eligible for all the different types of financial aid that the college offers – federal, state and institutional money. When all aspects of the application have been satisfied, the student will be awarded the funding; sometimes that award comes after the quarter has started.

Shelley Bannish, Director Student Life and Involvement Center, reported on the eSports team. The popularity of this program is steadily growing; there are plans to

have weekly Friday events and a smash tournament here on campus. The college is working on making the local area high schools aware of the eSports program.

Administrative Services

Steve Ward, Vice President Finance & Administration, reported that the Early Childhood Education Assistance Program (ECEAP) received an \$800,000 grant from the Department of Early Learning. The process was quite competitive and only two community colleges received funding. The project will need to be complete by June 30, 2019.

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.

7. Action from Executive Session

There was no Executive Session.

8. Policy Governance

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

Mark Scheibmeir commented on the trustee self-evaluation document. Mark suggested the document should recognize trustee involvement at all the different levels. While there is trustee engagement at the institution level, perhaps providing support and assisting the president with his goals as well as being an effective and well educated board should be considered.

Dr. Mohrbacher added that goals for future years could be applied to different categories and carried forward to the next year. The evaluation would be to the extent on whether the trustees have achieved their goals.

Mark Scheibmeir added that the trustees need to maintain a high level of involvement – to work with the president on his goals by supporting and assisting him with his objectives. The trustees may consider measuring commitment by what is being accomplished.

Doris Wood Brumsickle reported that she summarized each of the goals and read off an example of her comment. If applicable, Doris included a suggestion for improvement.

Jim Lowery recalled that the trustee evaluation form that was used in previous years was a “yes/no” document and did not provide enough input and this current process is a result of dissatisfaction with the previous document. Trustees interact with the community and receive input; how do trustees interact with the community and bring those topics back to the board for discussion?

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 December 13, 2018 meeting.

It was recommended that this item will be held on the agenda.

Policy Updates

Dr. Mohrbacher noted that the trustee evaluation is a college policy. At some point, there needs to be a policy change. If the trustees decide this is what they want then a policy update is needed. The policy update should be a general statement that includes all the components that are in the evaluation.

9. New Business

Trustee Treasurer

Dr. Mohrbacher reported that he discovered a Revised Code of Washington (RCW) that states each board must appoint a treasurer. Dave Stolier, Assistant Attorney General, replied that a treasurer does not necessarily need to be from the board. He did not read the RCW as defining that the board treasurer must be an actual trustee.

Stuart Halsan requested that the topic remain on the agenda to provide Dave Stolier sufficient time to research this topic.

Honorary Degree

Stuart Halsan requested the board consider presenting Joanne Schwartz with an honorary Bachelor of Applied Science degree from Centralia College.

It was MOVED BY JIM LOWERY THAT THE BOARD APPROVE JOANNE SCHWARTZ TO BE AWARDED AN HONORARY BACHELOR OF APPLIED SCIENCE DEGREE TO BE PRESENTED JUNE 2020. THE MOTION CARRIED UNANIMOUSLY.

Transforming Lives

Jim Lowery requested the board present Jaima Kortlever with an honorarium for her nomination to the Transforming Lives program. The money will not be collected and presented until January 2019.

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 by the end of November 2018.

Steve reported the college was awarded a Department of Early Learning and Commerce grant as part of the project to relocate the Early Childhood Education program. This award permits the college to contract with a state approved vendor to install a modular building on college owned property. Jake Fay has been working with the local area high schools on the exact needs or demands of the building.

Strategic Planning

Dr. Mohrbacher stated that the process is underway and CC East held their community forum on November 1, 2018. There were approximately a dozen people representing community members and college employees in attendance. There have

been three student forums with one more planned for November 14. The Chehalis community forum is scheduled for Thursday, November 15 at 4:00 p.m. in Chehalis at the Virgil R. Lee building.

Dr. Mohrbacher reported the Mission Rewrite group met for the first time; Jim Lowery represented the trustees. There were approximately eighteen pages of comments to sift through. The President's Office will be developing a template to help sort the comments into themes and to assist in determining whether some comments may be too specific, a strategy or better used in a core theme. The larger Mission Rewrite group broke down into subgroups which will work through the phases and come up with a draft mission statement.

Mark Scheibmeir added that he felt it was useful to be part of the process at the CC East mission rewrite forum but found he valued the feedback from the participants regarding their thoughts on the college. It was interesting to hear external viewpoints and how the college is regarded in the community.

Jim Lowery added that he enjoyed his part in the Mission Rewrite group; he found the process to be interesting and thinks that a good mission statement will come of it.

Trustee Reports

Trustee Activities

Doris Wood-Brumsickle reported on her conference call with the Education Committee and stated that work continues on how to provide meaningful programs at state conferences. Doris has suggested that information from sister colleges could provide more significant material; a discussion regarding the *Guided Pathways* program and how it has worked or not worked on other campuses would be quite interesting.

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 attended the 2018 ACCT Leadership Congress in New York October 24th – 27th. Dr. Mohrbacher, Joanne Schwartz and Mary Lou Bissett gave a presentation titled ***Partners for Student Achievement***. The presentation explained 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.

Mark Scheibmeir requested the presentation be given at a board meeting.

CC Foundation

Doris Wood-Brumsickle requested Christine Fossett, Foundation Director, to give an update on the November 3, 2018 gala.

Christine provided the board with some numbers:

- 256 paid attendees

- Table sponsors/sponsorships came to \$21,500
- Raise the paddle/live auction item generated \$25,750
- Approximately \$64,000 in gross receipts

Foundation members will be determining the amount of money still needed to purchase the simulator (for the nursing program) and whether additional funds will be allocated towards that acquisition.

Stuart Halsan asked whether scholarships had criteria or parameters that restricted part-time students from being awarded Foundation scholarships. Mark Scheibmeir stated this is a perennial discussion among Foundation members; support for students is their mission. Currently, to receive a scholarship the student must maintain twelve credits per quarter.

Dr. Mohrbacher stated that part-time students are less likely to complete their degree; perhaps restructuring policies may make it easier for part-time students who are close to a degree to be able to finish.

President's Report

Dr. Mohrbacher reported the enrollment is up slightly from where the college was at this same period last year. Summer was up as well so there is incremental progress. There are several outreach programs currently in effect – reaching out to students that may need a personal touch or help with improving a low GPA. A handful of these students have registered and enrolled in winter quarter.

Dr. Mohrbacher attended a session at the ACCT Conference on the Higher Education Act reauthorization. The Federal Pell Grant Program is the largest grant program and is a need-based grant that a student does not have to repay. The Pell funds used to be a line item in the budget but the funding source has become much more vulnerable over time.

Dr. Mohrbacher is serving as chair to the Salary Study Workgroup. The group has been asked to supply a recommendation to the Washington Association of Community and Technical Colleges (WACTC) president's December meeting so the group has been meeting regularly in an effort to fulfill their assignment. The final issue is whether the system should consider a regional pay differential.

There have been continued meetings with property owners regarding the potential for developing more student housing possibilities. Nothing solid has materialized from these meetings but all options are explored.

Comments:

10. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, December 13, 2018 in Centralia, WA.

Adjournment

The meeting adjourned at 5:25 p.m.

APPROVED:

Stuart Halsan, Board Chair

Dr. Bob Mohrbacher, Board Secretary