MINUTES

- Study Session

  Toby Avalos, third year probationary faculty, gave a PowerPoint presentation on “The emergence of Anatomically Modern Humans and their evolutionary relationship to Archaic Homo sapiens.” Toby provided artifacts for comparisons and explained that through fossils and genetic evidence, scientists have determined that Homo neanderthalensis and Homo sapiens develop from a common ancestor, Homo heidelbergensis. Toby encouraged anyone interested in the fascinating world of anthropology to enroll in one of his classes.

  Dr. Mohrbacher, Janet Reaume, Jim Lowery and Doris Wood-Brumsickle continued (from December) with the presentation of the remaining board policies. Several of the board policies had not been reviewed and/or revised since their inception; several of the policies were updated to remove unnecessary and confusing language.

1. Call to Order
   Board Chair Mark Scheibmeir called the meeting to order at 4:30 p.m.

2. Roll Call
   Board members present:
   - Mark Scheibmeir, Chair
   - Debbie Campbell, Vice Chair
   - Doris Wood-Brumsickle
   - Jim Lowery
   - Stuart Halsan

3. The flag salute was led by Stuart Halsan.

4. Introductions:

   Dr. Robert Cox introduced Jacob Beach, eSports Coach. Jacob provided a brief review of the second season of the eSports team. The Centralia College eSports team participated in the National College Association of Athletics Inaugural eSports season which included Rocket League and Super Smash Brothers where members earned places in both competitions.

   The eSports team hopes to become more diverse as well as increase their membership. They thanked the trustees for the opportunity to introduce themselves.
5. **Open Forum**

   No one requested to speak in open forum.

**REGULAR AGENDA**

**Adoption of Minutes:**

   It was MOVED BY DEBBIE CAMPBELL THAT THE BOARD APPROVE THE REGULAR MINUTES OF December 17, 2019. THE MOTION CARRIED UNANIMOUSLY.

**Trustee Reports**

**Trustee Activities**

   Mark Scheibmeir, representing the trustees, met with the state auditors regarding the college-wide risk inquiry on December 18, 2019.

   Doris Wood-Brumsickle attended the Foundation Executive Board meeting on January 8, 2020. Doris reported she was informed of how important good software is to running a successful operation and that endowments are progressing well.

   Doris participated in a conference call with the ACT Education Committee to plan a trustee onboarding program for the February 17, 2020 New Trustee Orientation.

**WA-ACT**

   All trustees indicated that they will be attending the ACT 2020 Winter Legislative Contact Conference February 17 - 18, 2020. Aaron Fowler, Transforming Lives nominee, will also be attending the event.

   The ACT Spring Conference in May will be hosted by Edmonds Community College.

**ACCT**

   Mark Scheibmeir noted that he will not be able to attend the 2020 Community College National Legislative Summit this year in Washington, D.C. The event is held February 9 – 12, 2020.

**CC Foundation**

   Mark Scheibmeir reported that Peggy Cunningham, a long-term supporter of the Foundation and the College, passed away on January 1, 2020.

**President’s Report**

   Dr. Mohrbacher explained that part of the work involved with the ctcLink conversion is cleaning up Garrett Heyns Education Center (GHEC) data. The database is separate from the college and data will be merged into the main college SMS system.
prior to the conversion to ctcLink. Eventually, the Department of Corrections (DOC) data will align with the college data but this will take an extra amount of work to get done.

Dr. Mohrbacher provided enrollment numbers for the trustees to review. Enrollment is down 51.73 from the same day in 2019 with an annualized Full Time Equivalent (FTE) shortfall of the state goal at 855.82.

Steve Ward adds that more accurate information on the revenues from tuition will be available next week. If the college falls short in tuition collection, then the money will need to come out of the reserve fund or there may be a need to make cuts to the budget. Steve estimated that by February he would be able to update the trustees on expected revenues.

Dr. Cox added that the Enrollment Services staff are doing their part to connect with students and that retention numbers seem to be strong.

Dr. Mohrbacher noted that the number of Academic Transfer students is down and it appears this area is experiencing the most decline. He added that there still needs to be more analysis of data in other areas to determine where work is needed.

Dr. Hammer stated that more work is being done on transfer partnerships with universities; if students know they have the ability to transfer easily, Centralia College may be more attractive. Instruction has begun exploring the option of new programs; currently under review is a pharmacy tech program. There are other program ideas that will first need to undergo a needs assessment.

Dr. Mohrbacher encouraged everyone to vote for Blazer Bill on the Northwest Athletic Conference (NWAC) Mascot Challenge. Currently Blazer Bill is in first place; the winner will receive $1,000 to support their mascot at their institution.

### ASCC

Aaron Fowler, ASCC President, noted students are returning from winter break and there has not been much student activity to report.

Aaron reported Student Government members are distributing cards to students. These cards provide a text messaging system on both sides where students are able to learn about upcoming events and the NWAC Mascot Challenge.

Student Government received three pallets of food from the Diesel Club in late November.

Student Government is continuing to work with the Salvation Army to procure an agreement in writing regarding a partnership between the college food pantry and the Salvation Army.

### Faculty

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, reported faculty and administration will be meeting January 10, 2020 with a trainer who will be assisting with Interest Based Bargaining (IBB). Dr. Mitchler commended the people who are responsible for making all the negotiation material transparent and available on the college website.
**Instruction**

Dr. Joyce Hammer, Vice President Instruction, reported she attended the Lewis County Superintendent’s meeting. This month, Jake Fay also attended the meeting and he spoke about the college’s Career and Technical Education (CTE) programs. Jake let the superintendents know that the college is interested in opportunities to work with the K12 system. Dr. Hammer relayed information about the upcoming environmental scan with the high school counselors.

Dr. Hammer recently visited the Chehalis Green Hill Academy to explore the possibility of an option to partner. A potential site location at Green Hill could provide some different class offerings for them; Green Hill will be serving offenders up to the age of 25, due to recent changes in legislation.

Dr. Mohrbacher added that the Mineral School has offered an art or writing residency for faculty members. The Mineral School has reached out to larger institutions and universities as well as Centralia College; the purpose is to provide a residency where there is unstructured free time without the distractions and duties of daily life. Christian Bruhn will find out whether there are any faculty members interested in participating in and the feasibility of a short residency.

**Public Information Office**

Amanda Haines, Director of Public Relations, reported meeting with a group to discuss the current directional signs on campus. The project would explore the redoing of those signs and consider their placement as well as where they are directing foot traffic. The project is expected to take one to two years.

**Human Resources**

Julie Huss, Vice President Human Resources, reported that Interest Based Bargaining (IBB) training will begin tomorrow with administration and faculty members both participating.

**Student Services**

Dr. Robert Cox, Vice President Student Services, reported that the Washington Student Achievement Council (WSAC) will be hosting a workshop where they will “train the trainer.” The workshop is intended for staff who do not work in Financial Aid to get trained in the nuances of financial aid applications. Student Services will be sending ten staff members to the training; hopefully they will host some workshops on what was learned.

**Administrative Services**

Dr. Mohrbacher for Steve Ward, Vice President Finances and Administration, provided an update on the multi-purpose athletic field. The college has been working with Centralia City Light on moving the existing power lines that lie beneath the proposed field area. The current plan is to relocate the power alongside the existing
sidewalks leaving a five-foot buffer between the sidewalk and field fencing for easy accessibility to the lines and lessening the possibility of sidewalk damage.

**Foundation**

Christine Fossett, Executive Director, reported that the Foundation is in negotiation with Charlie Albright for a December 2020 event; it is hopeful that a date will be determined for the performance by next week.

The Distinguished Alumni, Capstone, Exceptional Faculty, and Hanke Mini Grant committees will be meeting soon to begin their work.

Dr. Mohrbacher commended Christine’s interview on “Let’s Talk About It.” Christine was effective at promoting Centralia College Foundation Scholarships whether a person wanted to sponsor, donate, or apply for a scholarship.

6. **New Business**

No new business on the agenda.

7. **Old Business**

**Guided Pathways**

Dr. Hammer reported that several college faculty and staff members will be attending the January 15, 2020 Guided Pathways Launch Summit and Winter Cohort Retreat; this is a statewide meeting held in Bremerton.

The Steering Committee is meeting monthly to work on the college’s action plan. The committee is also working on meta major development and will be asking for input from students to find out their perspective.

Gwen Nuss was hired to work on Guided Pathways data; she will be joining Scott Wagemann in the Institutional Research office. She will begin employment in mid-March and will be on campus by the first of April.

**Naming**

Dr. Mohrbacher reported there are no updates at this time.

**Environmental Scan**

Dr. Mohrbacher provided a list of eleven questions to the trustees for review regarding the upcoming environmental scan with local area high school counselors. Dr. Mohrbacher requested feedback regarding the amount, specifics, and importance of the proposed questions. The questions begin with general queries about the college and develop into more specific inquiries.

The President’s Office will be inquiring as to what time frame works best for counselors; the sooner feedback is received, the better.
8. Policy Governance

Board Policy Updates

Dr. Mohrbacher noted that the GP-4 Board Job Description policy will be sent out this next month for board review and feedback. The Executive Limitations statement was sent to Dave Stolier for feedback as well; that policy will also be sent to the trustees for review and feedback and be discussed at the February 13, 2020 board meeting.

Dr. Mohrbacher listed the policies that were reviewed during the study session and ready for acceptance at the January 9, 2020 board study session:

- BPR-1 General Statement
- BPR-1 President’s Role
- BPR-3 Delegation to the President
- BPR-4 Monitoring Presidential Performance
- BPR-5 Acting President
- BPR-6 Trustee Travel
- Board Bylaws

It was MOVED BY STUART HALSAN THAT THE BOARD APPROVE THE BOARD POLICIES LISTED AS REVIEWED AND ACCEPTED AT THE January 9, 2020 BOARD STUDY SESSION. THE MOTION CARRIED UNANIMOUSLY.

Dr. Mohrbacher noted that there were no changes to the budget oversight policy. The policy was reviewed and recommended for approval as a second reading at the January 9, 2020 board study session:

- Budget Oversight

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD APPROVE THE BUDGET OVERSIGHT POLICY AS ACCEPTED AS A SECOND READING AT THE January 9, 2020 BOARD STUDY SESSION. THE MOTION CARRIED UNANIMOUSLY.

Policy Updates

Dr. Mohrbacher reported these policies were reviewed and updated at the January 8, 2020 Institutional Effectiveness meeting:

- 1.290 Safety Conditions
- 3.080 Class Rosters
- 3.190 Grading Systems (effective July 1, 2020)

Policies below were placed under review:

- 4.015 Adding classes

9. 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 thirty minutes. At 5:45 pm board members moved into executive session for the purpose of consultation with legal counsel regarding professional negotiations. The executive session is expected to last thirty minutes. The board reconvened into open session at 6:45 pm.

10. Action from Executive Session

There was no action taken from executive session.

Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, February 13, 2020.

Adjournment

The meeting adjourned at 6:50 p.m.

APPROVED:

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Mark Scheibmeir, Board Chair   Dr. Bob Mohrbacher, Board Secretary