MINUTES

- **Study Session**
  Amanda Haines gave a presentation on messaging for an emergency and how to handle an interview with a news agency.

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 Mark Scheibmeir.

4. **Introductions:**

Shelley Bannish introduced the 2019-20 ASCC Student Government. The members of the team are:
   - Aaron Fowler - President
   - Mckenna Smith – Vice President
   - Jisu Han – Senator for Executive Affairs
   - J Mott – Senator for Engagement
   - Laurel Orosco – Senator for Student Advocacy

2019-2020 SAT/SLIC members are:
   - Lorenzo Hill – SAT Chair
   - Vaneza Villasenor – SAT Coordinator
   - Samantha Andree – SAT Coordinator
   - Marcus Ashton – SAT Coordinator
   - Haily Durham - SAT Coordinator

   The members gave a brief summary of their proposed projects and events for the upcoming year.
Emmy Kreilkamp, Drama professor, introduced two actors who performed a piece from Act 1, Scene 1 from the upcoming play *RED* by John Logan. Emmy invited everyone to attend the play; the opening date is September 27, 2019 at 7:00 pm in Wickstrom Studio Theatre.

Doris Wood-Brumsickle requested the agenda be reordered to have the executive session moved from number 20 on the agenda to number 17. The purpose of the executive session would be to review the performance of a public employee. The minutes will reflect this adjustment to the September 12, 2019 agenda.

5. Open Forum
   No one requested to speak in open forum.

REGULAR AGENDA

Adoption of Minutes:

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD APPROVE THE REGULAR MINUTES OF June 13, 2019. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD APPROVE THE SPECIAL MINUTES OF July 11, 2019. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Trustee Activities

Mark Scheibmeir commended Doris Wood-Brumsickle and Joanne Schwartz for their reading of the scholarship recipients names during yesterday’s Scholarship Night. There are more awards to be given tonight; check-in for the event is 6:30 p.m.

Mark also commended Debbie Campbell for serving on an ACT committee to improve the orientation process and provide better indoctrination for new trustees.

Doris Wood-Brumsickle commented that the fall Kick Off went well; all the trustees were in attendance.

Stuart Halsan added that he attended Scholarship Night and the History Pub Night at McMenamins where the topic was Centralia native Merce Cunningham.

Jim Lowery helped with the Seattle to Portland bicycle race on campus.
WA-ACT

The Fall Legislative Action Committee retreat is Thursday November 7th and the ACT Fall Conference is Friday, November 8th. Both events will be held at the DoubleTree by Hilton, Seattle Airport. All trustees are planning on attending the conference.

Dr. Mohrbacher requested representative information for the Legislative Action Committee; Stuart Halsan will be the primary representative with Jim Lowery as the alternate.

Debbie Campbell gave a brief review of her recent committee experience. The committee was able to speak to every college in the system regarding trustee orientation and find out what worked well and what challenges colleges faced. Debbie reported that Centralia is doing a lot of the right things but there is still room for improvement.

Jim Lowery noted that he has an audit meeting on Monday, October 8, 2018.

ACCT

Mark Scheibmeir, Debbie Campbell and Dr. Mohrbacher will be attending the 2019 Leadership Conference in San Francisco, California October 16 – 19, 2019.

CC Foundation

Doris Wood-Brumsickle reported the Centralia College Foundation had their first meeting of the year September 11 – there were several housekeeping items that needed attention. There are minor changes to budget procedures in an effort to make it easier to read and understand. The foundation is updating their mission statement this year to align more with the college’s new mission and vision statements.

President’s Report

Dr. Mohrbacher had several topics on which to report.

ctcLink - Centralia College passed the peer review for the initiation phase this past summer. Centralia and other Deployment Group Four (DG4) colleges are moving into the implementation phase; there is a meeting on campus Monday, September 30, 2019 with the State Board to discuss this phase. The date for Centralia’s deployment has been set for February 1, 2021 – sixteen short months away. The peer review of the initiation phase showed Centralia received perfect scores on all but two of the peer review criteria: the college needed more work on risk assessment and supplemental systems analysis; Clark College in Vancouver will be going live soon – Clark will most likely serve as a bellwether on how the next deployment group will transition into ctcLink.

Accreditation - The Accreditation visit is scheduled for Wednesday, October 30, 2019. The evaluator has been assigned and will most likely want to speak to at least two of the trustees. This visit the evaluator will be looking at three of the
recommendations:
- Planning
- IT Infrastructure
- Trustee policies

On October 11, 2018 the trustees voted to have regular policy review and follow the guidelines for the creation, review, and elimination of college policy and procedures. Policies are on the monthly trustee agenda to address this recommendation.

Fall Conference - The Fall Conference is Friday, October 11, 2019. Debra Bragg and Joe Lott from the University of Washington will be speaking on the fundamentals of Guided Pathways and equity work. There will also be a data summit.

Events – the United Way Community Luncheon is Thursday, Sept. 26, 2019. If any of the trustees would like a seat at the college table, please let Dr. Mohrbacher know.

The State Board will be meeting on campus on October 9 and 10, 2019. The host college will be giving a presentation for State Board members; trustees are encouraged to attend. The presentation will be approximately at 4:00 p.m. There will be a dinner with the state board at 5:30 p.m. Thursday evening. The business meeting will be the following day. Dr. Mohrbacher added that he will be speaking with Jan Yoshiwara next week to determine exactly what is expected from the college.

The League for Innovation will be holding their annual conference in Seattle this year; the conference is March 1 – 4, 2020.

Enrollment – Enrollment news is not as good as expected. Enrollment is currently down 35 Full Time Equivalents (FTEs) from same day as last year. College retention numbers remain up; newly enrolling students are down. The good economy and work environment may be why the college is experiencing low enrollments.

ASCC

Aaron Fowler, ASCC President, reported the 2019-20 student government team attended the Council of Unions and Student Programs (CUSP) training the end of August. Centralia College won the spirit stick and represented the college well.

Today, ASCC hosted the Trailblazer Kickoff with over 240 students and 43 parents attending.

Constitution Day and Voter Registration Day will be here soon; the ASCC members intend to be out at the voter box again this year.

Two goals have surfaced as an ASCC focus for the year – autism awareness and formerly incarcerated students. Aaron explained that the college provides several different types of services for many types of students but falls short when it comes to supporting formerly incarcerated students. Aaron will be exploring ideas and options on how that can be corrected.

Jacob Beach, eSports coordinator, mentioned the Sounders e-Major League Soccer (eMLS) Team reached out to Centralia College to run a qualifier for the southwest Washington area. The Sounders are part of an eSports league and run a qualifier where they select a competitor to represent them.

Aaron thanked everyone for the two bins of food and the $132 that was generated at Monday’s Kick Off event.
Faculty
Dan Taylor, faculty representative, Centralia College Federation of Teachers, reported there are twenty two tenure committees this year.

Dan announced that this is his last board meeting as faculty representative. There will be a meeting at the end of September or first of October to find a faculty representative replacement.

Classified
No report was given.

Instruction
Dr. Joyce Hammer, Vice President Instruction, offered the deans an opportunity to provide updates to the trustees.

Christian Bruhn, Dean Arts and Sciences, reported that Emmy Kreilkamp offered the Youth Theatre Program over the summer. The program was two weeks this year and provided the participants sufficient time to put together a musical.

Christian also noted that the College in the High School program has passed the accreditation standard for Washington state and did not receive any recommendations. The next goal will be to achieve national accreditation for the program.

Connie Smejkal, Dean Instruction, Business, Education and Family Development, noted that the Bachelor of Applied Science in Teacher Education (BAS-TE) has twenty-four students in it this year. The decision was made early to inform applicants so they would know whether they are a right fit for the program. An orientation in June provided information to BAS-TE applicants that the program is for elementary education rather than high school. Applicants also had to submit a writing sample; this allowed administrators to pull some students in and provide insight into the realities of the program. Of the past 45 graduates of this program, 33 of them are employed by K12.

Dr. Hammer thanked the deans for working on all the hiring processes over the summer.

Dr. Hammer reported the slide show of faculty on their summer vacation was shown at the faculty meeting; it was well received.

The Washington Monthly commended Centralia College for their applied baccalaureate degrees.

Wednesday, October 30, Connie Smejkal, Jake Fay and Dr. Hammer are hosting an Advisory Board Committee meeting by inviting them to campus and thanking members for their work.

Dr. Hammer hosted a retreat this summer with the deans where an academic plan was crafted. It is currently in draft form and should be ready for trustee review by the October meeting. The academic plan ties in with the board goals; with color coding this should be easily mapped out.

Public Information Office
Amanda Haines, Director of Public Relations, reported the Dia de la Independencia is Saturday, September 21, 2019 in the TransAlta Commons from 2:00 to 6:00 p.m. There will be food, music, dancing and fun – all are welcome.
**Human Resources**  
Julie Huss, Vice President Human Resources, reported the college hosted Search Advocate Training July 24 – 25, 2019. Anne Gillies of Oregon State University was the presenter. There were just under 40 participants in the training. This training will replace the current equity representative currently present on every hiring committee. This training would replace the current equity training that hiring committees use. The goal is to make the search process more equitable and inclusive.

**Student Services**  
Robert Cox, Vice President Student Services, commended Financial Aid for their work over this past summer.  
TriO hosted an event this summer with over 200 students and 75 accompanying parents to the Mariner’s field. The tour included how the Mariner’s field is managed and then it was on to a Seahawks game. This event engaged a different population segment – the dads!  
Centralia High School (CHS) participated in the summer program outnumbering the Chehalis students. The Centralia Foundation provided support for the CHS students. The Centralia Foundation has an upstairs space in the Centralia train station; they allowed Student Services to have their summer retreat there with no charge.  
On a personal note, Robert Cox was able to finish his doctoral degree over the summer and can now add Ed.D to his signature line.

**Administrative Services**  
Steve Ward, Vice President Finances and Administration, reported there have been some issues with permitting for the Early Childhood Education and Assistance Program (ECEAP) building. Steve thanked the ECEAP staff for their flexibility and understanding as their buildings are retrofitted and staff are moved.  
Samuel Small is working with the entire campus to raise awareness regarding cybersecurity. Hackers are persistent and clever as they work to undermine a college system.  
The Virtual Desktop Infrastructure (VDI) project is progressing; 47 staff members have moved to the VDI system. The goal is to have the remaining 250 work stations transfer to the VDI system.  
Two college buildings across from the gym were purchased by the Bethel Church. The purchase saved the college the disposal cost and kept material out of the landfill. In total, four buildings will be repurposed, relocated, and reused.  
Connie Smejkal added that Early Learning Center will be having an open house when it is open, children present, and the building is in use.

**Foundation**  
Christine Fossett, Executive Director, had a few additional items to add to her written report.  
1) The soil samples for the Southwest Washing Flexible Training (SWFT) Center came back today. Results were positive.
2) Three new endowments have been set up; they are currently not funding but they are ready to go.
3) Save the date for the November 2\textsuperscript{nd} Foundation’s Annual Gala.

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 ten minutes. At 5:55 pm board members moved into executive session for the purpose of reviewing the performance of a public employee(s). The board reconvened into open session at 6:05 pm.

10. Action from Executive Session
There was no action taken from executive session.

6. New Business

Policy review process
Dr. Mohrbacher suggested the trustees form a subcommittee to review their board policies. Doris Wood-Brumsickle and Jim Lowery will meet with the President’s Office for the review. Jim Lowery suggested a future study session on the board policies; it would be beneficial to discuss and review policies that were originally written and implemented in 2000 with the entire board.

Board of Trustees budget policy
Dr. Mohrbacher noted that at their summer retreat, the Trustees had suggested the development of a Board policy with regard to budget. There was robust discussion regarding the topic of a budget policy; the trustees voiced concern that in challenging budget times it would be good for the trustees to have more understanding of the budget process. Awareness and responsiveness of budget issues could affect trustee decisions.

The policy would describe a regular budget presentation and approval process. The policy could also provide language that allows alerts on pending significant cuts or windfalls.

The trustees requested a draft policy that would provide them with a regular review of budget structure, revenues, and expenses that would help the trustees understand the college budget. The draft was requested by the November 14, 2109 board meeting.

President’s Evaluation and Contract Renewal
The Board of Trustees has conducted the annual review of the President’s performance. Results of the evaluation were discussed with President Mohrbacher at the summer retreat. Having successfully completed the annual evaluation process, the Board takes the following actions:
• The Board acknowledges that the President has satisfactorily fulfilled his contractual duties.
• The Board moves to renew the President’s contract for an additional year.
• The Board grants authority for the President to receive the same COLA increase authorized by the legislature for all employees, retroactive to July 1, 2019.

It was MOVED BY DORIS WOOD-BRUMSICKLE TO EXTEND DR. MOHRBACHER’S CONTRACT FOR AN ADDITIONAL YEAR. THE MOTION CARRIED UNANIMOUSLY.

Resolution supporting Guided Pathways
Whereas, Centralia College is committed to student success, academic excellence, and supporting our community in an inclusive and equitable learning environment;

And whereas the Guided Pathways framework is nationally recognized as an effective means of increasing student success, retention, and completion for all students;

And whereas the Washington State Legislature has provided funding for the implementation of a guided pathways model at all Washington community and technical colleges through the Workforce Education Investment Act, including the establishment of the Workforce Education Investment Accountability and Oversight Board to monitor the effectiveness of this funding model;

And whereas the Centralia College Board of Trustees is committed to implementing innovative programs that increase the likelihood of success for all students;

Therefore, the Board directs college administration, faculty and staff to work toward the rapid development and implementation of a Guided Pathways framework at Centralia College; this model should address, at a minimum, the following elements aimed at increasing student success:

• Clarify and simplify educational pathways for students;
• Establish effective and inclusive means of getting all students on an appropriate pathway;
• Monitor student progress on those pathways and develop effective interventions to keep students on their pathway;

Assure that each pathway has meaningful and rigorous learning outcomes and that student learning can be effectively documented.

Furthermore, the Board of Trustees expresses their confidence that the faculty, staff and administration of Centralia College will be able to develop and implement one of the most effective Guided Pathways frameworks of any of the Washington community and technical colleges, as evidenced by Centralia College’s long history of academic excellence and commitment to student success.
It was MOVED BY STUART HALSAN TO ADOPT THE PROPOSED RESOLUTION REGARDING GUIDED PATHWAYS. THE MOTION CARRIED UNANIMOUSLY.

Environmental Scan
Dr. Mohrbacher noted that the trustees expressed interest on the college/K12 relationship at the summer retreat.

The first step to a successful scan would be to examine the data the college has regarding the K12 district. There is data on populations/demographics, graduation rate, dual credit rate, math success rate, to name a few. This information will be presented in the October 10, 2019 board study session. This information should help determine how to accomplish the environmental scan.

7. Old Business

Accreditation
Dr. Mohrbacher reported that the Year One Report was sent to Northwest Commission on Colleges and Universities (NWCCU). This is the last time that a year one report will be submitted; NWCCU is discontinuing this process. NWCCU has approved their new and different standards and processes which will take effect on January 1, 2020.

Guided Pathways
Joyce Hammer and Robert Cox provided an update on Guided Pathways. Joyce and Robert met with faculty today for the first Guided Pathways steering committee meeting. The concepts were discussed and faculty spoke to their concerns. Faculty members worked with each other and discussed whether a student would have choices, losing financial aid, humanities classes, etc.

There will be two co-chairs on this committee, one faculty member and one Student Services member.

Robert added that work is being done on crafting a position description for a new data person; Centralia College will utilize the money from Guided Pathways for data development.

Naming
Janet Reaume reported that Robert and Freddie Neal will be honored on October 4th (tentative) at the Diversity Plaza. Robert Neal was the first African American to graduate from Centralia College in 1962. The committee meets tomorrow to finalize the date and time of the event – this is the first commemorative panel for the plaza.

8. Policy Governance

Policy Updates
Dr. Mohrbacher recommended that the trustees approve their board evaluation from the July 2019 board retreat.
It was MOVED BY DORIS WOOD-BRUMSICKLE TO ACCEPT THE TRUSTEE EVALUATION FOR THE 2018-19 ACADEMIC YEAR. THE MOTION CARRIED UNANIMOUSLY.

Dr. Mohrbacher noted that the Institutional Effectiveness Committee will meet October 2, 2019. There will be policies for the board to review at the October 10, 2019 board meeting.

Comments:
Mark Scheibmeir recommended that the mission statement be added to the trustee agenda as well as being more visible on the college website.

Announcement of Upcoming Meeting Date and Place:
The next board meeting will be Thursday, October 10, 2019.

Adjournment
The meeting adjourned at 6:35 p.m.

APPROVED:

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