MINUTES

• Study Session

Zach Peters, third year probationary faculty, gave a PowerPoint presentation on “A Day in the Life of a Certified Welding Inspector/Certified Welding Educator.” Zach provided information on his background and what welding skills students learn, the knowledge they acquire in the two-year program, the certifications the students need, and some examples of the work the students are expected to complete. Students provide a demonstration of their welding skills upon first entering the program and again as they near completion. Zach provided a few student welding examples for examination.

Ryer Banta, Faculty Librarian, gave a PowerPoint presentation on “Open Education Resources” (OER). OER has been defined as “Teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others.”


Ryer explained the benefits of using OER over conventional class material. The materials used for OER learning or teaching allows them to be used, changed, or shared and much more affordable.

Ryer provided videos from students and instructors that used and appreciated the value they received by using the open education resources.

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 Debbie Campbell.
**Introductions:**

Emmy Kreilkamp, Drama Professor, introduced three actors who performed a snippet from the upcoming play *You Can’t Take It with You* by Moss Hart and George S. Kaufman. Emmy invited everyone to attend the play opening Friday, November 15, 2019 at 7:00 pm in Wickstrom Studio Theatre.

Steve Ward introduced Casey Rice, Director of Building and Grounds.

Casey Rice introduced Chuck Wallace, Safety and Security Manager. Chuck stated his goal is to make the college more visible as a community partner/shelter to the city, county, region, and state. Moving in this direction will allow the college more success in obtaining grants and other funding avenues. The hazard and mitigation plans will eventually mesh and successfully demonstrate the connection to the college’s strategic plan.

Bob Peters, Athletic Director, introduced head coach Caleb Sells, Assistant Coaches Katie Hankins, Joe Milton, Lauren Fisher and the members of the women’s 2019-20 basketball team.

Bob Peters, Athletic Director, introduced head coach Jason Moir and members of the men’s 2019-20 basketball team.

**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 October 10, 2019. THE MOTION CARRIED UNANIMOUSLY.

**Trustee Reports**

**Trustee Activities**

Doris Wood Brumsickle, Debbie Campbell, Jim Lowery, and Stuart Halsan attended the November 12, 2019 Veterans Day ceremony on campus.

Jim Lowery added that he attended the Morton lyceum.
Stuart Halsan added that he attended the Legislative Action Committee as Centralia College’s representative on November 7, 2019.

Mark Scheibmeir spoke to Dr. Lisa Carlson and Greg Hueckle’s Environmental Issues class. Mark stated that the class was fun but also quite meaningful.

**WA-ACT**

All trustees attended the ACT Fall Conference on Friday, November 8th. The event was held at the DoubleTree by Hilton, Seattle Airport.

Doris Wood-Brumsickle, Dr. Mohrbacher together with Skagit Valley College gave a presentation on the tenure process.

Debbie Campbell is serving on a new committee for developing an onboarding process for new trustees.

Debbie realized how quickly things change on the community college landscape and how important it is to support the faculty, Dr. Mohrbacher, and his staff.

**ACCT**

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

Debbie Campbell provided a summary of the information she received at her workshops. Through the advocacy of the ACCT organization, there has been an increase in Pell and 2nd Chance Pell grants. The conference provided information on student needs, how declining state support affects the community colleges, and the intersection of K12 and Workforce training. There was also discussion of accountability and the role of the trustee in the community college; ensuring trustees know the questions to ask and be mindful of what is occurring in their colleges. Debbie stated the quality of the conference was excellent.

Mark Scheibmeir stated his focus was with the Open Education Resources (OER) presentations and how OER may affect student success. Mark reported attending more workshops which varied in content: student success, awareness of bias and inclusion, and the development of a new distillery program at South Puget Sound Community College (SPSCC).

Dr. Mohrbacher attended a workshop on transfer rates of two-year community college graduates to four-year institutions and noted Washington State was a leader in this category.

**CC Foundation**

Doris Wood-Brumsickle, reported the Centralia College Foundation met yesterday. The foundation will be moving their meetings from the second to the third Wednesday of every month. This will allow the foundation more time to receive their financial information and have it available to board members. Doris will no longer be able to attend the meetings and asked if there was another trustee available to serve as trustee liaison. Debbie Campbell may be able to attend; Debbie will check her availability and let the board chair know whether she will be able to act as liaison.
President’s Report

Dr. Mohrbacher spoke to the recent recommendation from the Office of the Superintendent of Public Instruction (OSPI) regarding duel credit programs. The recommendation is to make all dual-credit programs (including Running Start, College in the High School, and Advanced Placement) no cost to all students. There are concerns at the community college level regarding the current recommendation; further discussion is taking place at the state level.

Dr. Mohrbacher stated that Clark College and the State Board for Community and Technical Colleges (SBCTC) went live with ctcLink. Both Tacoma and Spokane updated to the new software. Centralia sent four people down to help and/or observe the conversion. There were problems but small compared to the initial conversion experienced by Tacoma and Spokane. Most of the issues should be cleared up for Deployment Group Three (DG3) and should be almost non-existent by the time Centralia College goes live in Deployment Group Four (DG4).

Dr. Mohrbacher provided an Implementation Phase Status Report for the ctcLink project. These reports will be submitted monthly. Currently, Centralia has completed all of the training and data validation for the ctcLink activities needed for the beginning of the implementation phase.

Dr. Mohrbacher noted that Karie Jorgensen from Workforce has moved over to the ctcLink project office. Karie will be assisting in the ctcLink office as well as cross training in different departments in Student Services. As staff in Enrollment Services, Financial Aid, and Cashiering need to attend ctcLink training or user acceptance testing, Karie will be able to provide the service to keep these areas open.

Dr. Mohrbacher reported that the college has received a draft letter from the ad hoc accreditation visit evaluator. The college can correct factual errors, which were minor. Those errors were corrected and sent back to the evaluator. The report is then sent to the Northwest Commission on Colleges and Universities (NWCCU). The Commission will meet January 8 – 10, 2020 where the report will be reviewed. A letter stating the action from the report will be sent to the college addressing whether the recommendations have been removed or passed forward to the mid-cycle evaluation in the spring of 2021.

Doris Wood-Brumsickle and Jim Lowery added that they met November 13 with Dr. Mohrbacher and Janet Reaume to review board policies. Doris commended the work that was done; it will be brought to the board members as a study session for a complete review and further trustee input.

Dr. Mohrbacher concludes his report by stating that he and Debbie Campbell need to connect with Representative DeBolt regarding the Capital Committee.

ASCC

Mark Scheibmeir announces that Aaron Fowler was selected as the student for the Transforming Lives nomination.

Aaron Fowler, ASCC President, thanked the trustees for honoring him with the nomination.
Aaron reported student government developed a mission statement that aligns with the college statement. “To provide all students with representation and guidance in creating an equitable and inclusive environment.”

Aaron noted there are fourteen students currently serving on campus committees and mentioned it is difficult to engage and retain students for committees.

Aaron reported good student turnout at Volley for the Cure and Fun Fest.

Student Government is working with the Salvation Army to procure an agreement in writing regarding a partnership between the college food pantry and Salvation Army. The Diesel Club and the Welding Club have provided significant food donations in the past; the two clubs are currently in competition with each other to see who can generate the largest donation.

Faculty

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, gives a brief summary of her written report stating that there are 22 tenure committees.

Mark Scheibmeir commended Sharon on her recently published article.

Jim Lowery requested additional information on Sharon’s recent survey regarding the probationary faculty tenure presentation process. Jim states that tenure decisions are based on the committees’ recommendations, student evaluations, and information provided in probationary faculty tenure packets. The presentation provides the trustees with direct exposure to the probationer and the class(es) they teach.

Sharon Mitchler stated the survey was so the trustees could see the faculty concerns, the time invested in preparation of the presentation, and the level of anxiety the presentation generates.

Mark Scheibmeir continued by adding that the presentation expands the knowledge of what is occurring at the classroom level and provides a venue where the trustees are able to learn about the probationary faculty member and their teaching. A presentation is much less burdensome than a classroom visit.

Doris Wood-Brumsickle added that having personal knowledge of an instructor is valuable when having conversations within the community.

Sharon Mitchler stated that there have been several discussions regarding this process with the campus, Garrett Heyns and Cedar Creek. Sharon stated that faculty are feeling pressure to do a tenure presentation.

The discussion was tabled for additional discussion at a later date.

Classified

No report was given.

Instruction

Connie Smejkal, Dean of Instruction, Business, Education and Family Development, for Dr. Joyce Hammer, Vice President Instruction, said she was available to answer any questions.
Doris Wood-Brumsickle commended the Instruction area for the innovative things they are doing.

Stuart Halsan expressed concern about what process is used to determine censorship of materials in the library.

Mark Scheibmeir commented on the new prospects within the nursing field; he suggested a presentation on all of the opportunities and possibilities at a later board meeting.

The trustees commended Elizabeth Grant for the graduation ceremony at Garrett Heyns last month. Elizabeth thanked the trustees and noted that the next graduation dates have been added to the May 2020 calendar. It is anticipated that Aaron Fowler will be the speaker at one of the ceremonies.

**Public Information Office**

Amanda Haines, Director of Public Relations, reported Business Week is scheduled for the week of December 9th. Staci Sume still needs volunteers to act as company advisors to mentor the students through the four-day process. Anyone interested in volunteering should contact Staci.

The scholarship application process opens December 1st. Tyler Kaut visits several local companies and high schools to ensure students are made aware of the scholarship process.

Jim Lowery commended PIO for the exceptional videos posted on the college website.

**Human Resources**

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

**Student Services**

Dr. Robert Cox, Vice President Student Services, reported he attended the Student Success Institute with several other college staff last week.

Robert reported that a grant request was submitted for emergency funds for students in emergency situations. The grant would provide funding to students who have emergencies that might prove to be a barrier to their immediate continuation of their education. This will be a trial program with the state; processes will need to be documented.

Georganne Copeland, Business Professor, added that she also attended the Student Success Institute and was overwhelmed with all of the information she received; she said the workshop provided a good opportunity to learn.

Robert listed the strategies the college currently uses to promote the Free Application for Federal Student Aid (FAFSA):

1) The Financial Aid department provides FAFSA workshops in local area high schools for students and their families.
2) The Financial Aid department hosts FAFSA Fridays every Friday afternoon on campus.

3) The home page of the public website has the FAFSA workshops and information on one of the main banners.

Robert reported the Outstanding Student Committee has met to review the criteria regarding the nomination process. The current process is somewhat restrictive; broadening the parameters may provide more incentive for more students to be nominated thereby increasing equity and inclusion.

**Administrative Services**

Steve Ward, Vice President Finances and Administration, reported the Twin Transit bus company came and spoke to the Facilities Committee regarding their plans for expansion. The company would like to appeal to college students and plans to have a stop on Pear Street and hopes to provide excellent customer service to attract riders, improve the routes of the buses, and eventually provide wireless access to retain riders.

The Facilities Committee has proposed a campus forum where Twin Transit could inform students and staff of their intentions. The Sustainability Committee has expressed interest in supporting the forum as well.

6. **New Business**

   **Environmental Scan**

   Robert Cox notified the trustees that on Friday, December 6, 2019, the high school counselors will be on campus with students. There is a short time frame from 10:00 am to 11:15 am where the counselors would be free to attend a brief meeting with the trustees who could present their facts on hosting an environmental scan with the high school counselors. Mark Scheibmeir and Debbie Campbell volunteered to be present.

   **Study Session**

   Dr. Mohrbacher provided an updated version of the Study Session topics to the trustees. The President’s Office will add the study session schedule to MyCC; the expectation is that the policy work done by Jim Lowery, Doris Wood-Brumsickle and the President’s Office will be ready for presentation at the December 17th study session.

7. **Old Business**

   **Guided Pathways**

   Georganne Copeland reported that the Guided Pathways Steering Committee met in September to discuss the direction of the committee. At the October meeting, the committee worked on the scale of adoption document; this needed to be to the State Board by the first of November. The committee needed to provide more thought and research regarding equity; some of the current practices are not as current as originally thought. There will be a follow-up call with the State Board on December 11, 2019. A work plan meeting is scheduled for March 1, 2020 with the State Board to implement “next steps.”
The Steering Committee met last week and discussed the Student Success Institute, guiding principles for the committee, and development of a work plan. The committee is planning to meet on a monthly basis throughout the winter and spring quarters. The next scheduled meeting is December 5th.

**Naming**

Dr. Mohrbacher provided a picture of the neon lettering artwork proposed for the LG Foss Writing Center for the trustees to review. The neon sign would be approximately $2,400 whereas the lettering typically purchased for naming opportunities would be in the range of five to six hundred dollars. Dr. Mohrbacher requested trustee approval before commissioning the artwork.

**Honorary Degree Recommendation**

Dr. Mohrbacher stated that a recommendation to award Joanne Schwartz an honorary degree must follow Centralia College policy 5.030 as well as a Revised Code of Washington (RCW) policy.

The policy describes the qualifications for an honorary degree. A committee of department chairs from Instruction will need to review a recommendation and provide a recommendation back to the Board of Trustees. The process is circular however, it is required by law.

Doris Wood-Brumsickle volunteered to write the recommendation on behalf of Joanne Schwartz.

**8. Policy Governance**

**Policy Updates**

Dr. Mohrbacher reported these policies were reviewed and updated:
- 1.190 Nepotism
- 1.395 Whistleblower Program
- 2.155 Termination of Adjuncts
- 2.370 Retirement Medical
- 2.465 Shared Leave
- 2.470 Staff Development
- 3.110 Confidentiality of Student Records
- 4.030 Assessment Test Program
- 4.060 Student Complaint process
- 4.075 Dropping Classes
- 4.110 Graduation Appeals
- 4.125 Non-Traditional Credit
- 4.135 Repeating Courses
- 4.160 Student Publications
- 4.165 Student Right-to-Know
- 4.175 Tuition & Fee Waivers
- 4.#### Clubs & Organizations
Policies below were placed under review:
  o 1.### Outside Employment
  o 4.015 Adding Classes
  o 4.070 Course Substitution

Policies below were moved:
  o 1.096 Required Email Use

Dave Stolier, Assistant Attorney General, requested further discussion regarding policy 4.060 Student Complaint policy at a later time.

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 fifteen minutes. At 6:35 pm board members moved into executive session for the purpose of reviewing the performance of a public employee and consultation with legal counsel regarding actual or potential agency litigation. The board reconvened into open session at 7:05 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 Tuesday, December 17, 2019.

Adjournment
The meeting adjourned at 7:10 p.m.

APPROVED:

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