MINUTES

- **Study Session**

  Dr. Mohrbacher, Janet Reaume, Jim Lowery and Doris Wood-Brumsickle presented an in-depth review of 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.

  Approximately half of the policies were able to be reviewed; the other half will be reviewed at a later date.

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 Doris Wood-Brumsickle.

4. **Introductions:**

   Dr. Joyce Hammer introduced William Westmoreland – Director, Center of Excellence (COE). William provided a brief history of his career and expressed enthusiasm for being selected as the successful applicant for the COE position.

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 November 14, 2019. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Trustee Activities

Doris Wood Brumsickle and Mark Scheibmeir commended the college on the recent concert series as well as the fall quarter play.

Doris Wood-Brumsickle was invited to a class with Mary McClain; she found the experience enjoyable and informative.

Mark Scheibmeir commented that the Nutcracker production was well done.

Mark Scheibmeir and Debbie Campbell met with high school counselors on December 6 to discuss the trustee’s proposed environmental scan.

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.

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

Doris Wood-Brumsickle reported she will be attending the Executive meetings rather than the regular meetings as the Foundation liaison. Doris explained that another commitment has resulted in her rearranged schedule.

President’s Report

Dr. Mohrbacher asked Carrie Powell, ctcLink Project Director, to provide a brief update to the trustees on the college’s ctcLink status. Carrie provided the trustees with an Executive Summary page that chronicles the progress of Centralia College in the ctcLink conversion process. Centralia is done with the initiation phase deliverables and has started work on the implementation activities. Centralia’s pillar leads will be attending the sixty plus unique training workshops in January and February. Carrie reported that she is working on the development of a ctcLink communications template.
The template will help targeted audiences identify themselves when they need to know about the particular information supplied in the template. It is hoped that this method will ensure that the specific recipients are reached. Carrie stated she turns in a weekly status report with the State Board for Community and Technical Colleges (SBCTC).

Dr. Mohrbacher reported that the community college system is sending a letter to the Office of the Superintendent of Public Instruction (OSPI) regarding the dual credit report recently completed by OSPI. The report, which recommends that dual credit programs be no cost to the student, appears to be inaccurate, rushed, and uses incorrect data. The Washington Association of Community and Technical Colleges (WACTC) presidents are recommending a more in-depth study using more accurate information.

Dr. Mohrbacher reported that he is joining the Valley View Health Center (VVHC) board. This should provide a good connection with the college as VVHC is working on their next level of evolution and the college is exploring further program development with Allied Health.

Dr. Mohrbacher, Debbie Campbell, and Mark Scheibmeir met with high school counselors on Friday, December 6 regarding an environmental scan. Dr. Mohrbacher suggested a scan on the main campus and one in east county. Dr. Mohrbacher suggested the invitation list consist of high school counselors and Career and Technical Education directors; there may be other K12 people that should be invited. The President’s Office will start generating a list of invitees as well as potential dates for the scan. Mark Scheibmeir requested that the agenda and topics also be generated by the President’s Office. Suggested questions include:

- What is your general impression of the college?
- What do you want to know about the college?
- What do you need to know?
- What would you like to see?
- How can we help you guide your students to a college of their choice, preferably Centralia College?

Dr. Mohrbacher noted that the Integrated Postsecondary Education Data System (IPEDS) report had reported Centralia graduation rates up another 4%; it would be good if Centralia continues with this upward trend. Most all the Washington colleges increased their IPEDS graduation rate. Technical colleges have good completion rates primarily because they are cohort based and students know what classes they are going to take in the next two years.

Dr. Mohrbacher concludes his report by having Dr. Robert Cox recognize Shelley Bannish for her National Association for Campus Activities (NACA) contribution. Shelley was selected to receive the 2020 Founders Award and will receive this honor at the 2020 Inspire Live event on February 25, 2020 in Denver, CO.

**ASCC**

Aaron Fowler, ASCC President, applauded the Diesel and Welding Club students for their contribution of three pallets of food to the campus Food Pantry. The two clubs have an annual competition to see who can provide more food and the food pantry is the recipient of this healthy rivalry.
Aaron reported the eSports team ended its inaugural season with the National Junior College Athletic Association with a second place in Rocket League and first and third places in Super Smash Brothers Ultimate.

Student Government is working on a prior ASCC goal - a Leadership Hall of Fame. The ASCC would like to salvage some branches of the large tree across from the Hanke House. The tree is slated to be felled soon and students would like to have its branches incorporated into a workable design. The artist has submitted a few suggestions for the students to review.

There have been several events to help keep students involved with the campus. ASCC has sponsored Thankful Thursdays where students are encouraged to work with arts and crafts, a pie eating contest, and movie night.

**Instruction**

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; it makes reading the monthly report a pleasure.

Jim Lowery requested information from the Arts & Sciences area; Christian Bruhn, Dean, Arts & Sciences, provided an update regarding the fall quarter play.

Dr. Hammer reported Ellen Hinderlie, Director of the Nursing Program, received the 2019 rankings from the Nursing Schools Almanac. Centralia College ranked number 14 in Washington State; among community and technical colleges Centralia College was ranked 2nd with Bellevue College placing first.

**Public Information Office**

Amanda Haines, Director of Public Relations, had nothing additional to add to her written report.

**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 that the college was awarded the emergency funds grant for students in emergency situations. The grant will provide funding to students who have emergencies that may 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. The grant amount is $50,000 per year with an additional $5,000 contribution per year from the Smith Foundation for a total of two years and $110,000.

Dr. Cox noted that the downward trend in completion of Free Application for Federal Student Aid (FAFSA) applications is directly related to fewer students applying for entrance into college and the downward enrollment trend.
Administrative Services
Steve Ward, Vice President Finances and Administration, responded to the inquiry on whether the work on the multi-purpose athletic field would in any way affect the commencement ceremony. Steve reported the college works closely with the City of Centralia to coordinate any alterations to the electrical infrastructure as well as vacating the necessary streets. There is one remaining house that will need to be obtained; there isn’t anything in the immediate future that would disrupt traffic patterns or adversely affect graduation.

Foundation
Christine Fossett, Executive Director, had a few additional items to add to her written report.
- The Annual Report to the Community has been printed and distributed to the trustees; please notice the format has changed.
- Bob Thompson has established a $300,000 endowment in honor of Vondean Thompson. The scholarship will be offered to first and second-year music students at Centralia College.
- The Southwest Washington Flexible Trades (SWFT) Center project is progressing well.

6. New Business
No new business on the agenda.

7. Old Business

Guided Pathways
Dr. Hammer reported that Dr. Cox, Brian Rauscher, and Christian Bruhn met for the Scale of Adoption call to the State Board for Community and Technical Colleges (SBCTC); it went well. The Guided Pathways Steering Committee members are meeting monthly and participating in robust discussion. Currently, the committee is discussing developing and finalizing meta majors. Hopefully, the program mapping aspect will be completed by spring quarter.

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.

Naming
Dr. Mohrbacher reported that we are working on the signage for the LG Foss Writing Center.
8. **Policy Governance**

**Board Policy Updates**

Dr. Mohrbacher listed the policies that were reviewed and ready for acceptance at the December 17 board study session:

- 5.010 Emeritus (President & Trustee)
- 5.020 Emeritus Status
- 5.030 Honorary Degrees
- 5.040 Naming of Facilities
- GP-1 General Statement
- GP-2 Governance Commitment
- GP-3 Governing Style
- GP-5 Chair’s Role
- GP-6 Board Committees
- GP-7 Planning & Agenda
- GP-8 Board Evaluations

It was MOVED BY JIM LOWERY THAT THE BOARD APPROVE THE BOARD POLICIES LISTED AS REVIEWED AND ACCEPTED AT THE December 17, 2019 BOARD STUDY SESSION. THE MOTION CARRIED UNANIMOUSLY.

Dr. Mohrbacher listed the policy that was reviewed and recommended for a first reading at the December 17 board study session:

- Budget Oversight

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD APPROVE THE BUDGET OVERSIGHT POLICY AS ACCEPTED AS A FIRST READING AT THE December 17, 2019 BOARD STUDY SESSION. THE MOTION CARRIED UNANIMOUSLY.

**Policy Updates**

Dr. Mohrbacher reported these policies were reviewed and updated at the December 4, 2019 Institutional Effectiveness meeting:

- 1.075 Conservation of Energy/Electricity
- 1.150 Asset Inventory
- 1.180 Mailroom Distribution
- 1.210 Parking
- 1.225 Petty Cash Fund
- 1.350 Suspended Operations
- 1.370 Use of Tobacco Products
- 4.070 Course Substitution
- 1.195 Network Acceptable Use

Policies below were placed under review:

- 1.102 Emergency Notifications
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 5:50 pm board members moved into executive session for the purpose of consultation with legal counsel regarding actual or potential agency litigation. The board reconvened into open session at 6:20 pm. At 6:21 pm board members moved into executive session for the purpose of reviewing the performance of a public employee(s). 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, January 9, 2019.

Adjournment
The meeting adjourned at 6:45 p.m.

APPROVED:

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