

COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College	
Boardrooms Centralia College Centralia, Washington	Regular Meeting May 11, 2017 3:00 P.M.

MINUTES

1. Call to Order

Board Chair Doris Wood-Brumsickle called the meeting to order at 3:05 p.m.

2. Roll Call

Board members present:
 Doris Wood-Brumsickle, Chair
 Jim Lowery, Vice-Chair
 Stuart Halsan
 Dr. Joe Dolezal
 Joanne Schwartz

3. The flag salute was led by Jim Lowery.

4. Introductions:

Bob Peters, Director Sports Programs, introduced the men’s baseball and women’s softball and golf teams.

Doris Wood-Brumsickle introduced the probationary faculty members who will receive tenure status at the beginning of the fall 2017-18 academic year.

5. Open Forum

No one requested to speak in open forum.

REGULAR AGENDA

Adoption of Minutes:

It was MOVED BY JOE DOLEZAL THAT THE BOARD APPROVE THE REGULAR MINUTES OF April 13, 2017. THE MOTION CARRIED UNANIMOUSLY.

ASCC

Eugene Pak, Senator for Clubs and Organizations, for Allie Fairall, thanked the trustees for the opportunity to report on student activities.

The student government recently moved into their new location in the TransAlta Commons and the students are enjoying their new surroundings.

The student government has been updating the rules and regulations for a new Clubs and Organizations handbook.

Student government elections are over and work will begin on transitioning the new government into these positions:

- Morgan Lakey – ASCC President
- Katrina Bray – ASCC Vice President
- Suyeon Lee – Senator for Student Relations
- Alexis Atkins – Senator for Clubs & Organizations
- Zi Chen – Senator for Executive Affairs

Eugene invited everyone to the student government sponsored luau starting at 5:30 in the TransAlta Commons immediately following the board meeting.

Faculty

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, reported the faculty always welcomes the newly tenured faculty members. Sharon thanked the trustees for their support in the tenure process.

Classified

Jennifer Horrace, Classified Representative, had nothing additional to add to her report. Joanne Schwartz commended Erin Baker's section for the extra effort and details Erin put in to the report.

Instruction

John Martens, Vice President Instruction, praised the faculty for the work they do on the tenure assignment(s).

John reported the interviews for the Assistant Professors of Anthropology and Geosciences have been going well; there has been a good pool of applicants and the committees are getting close to making their decisions with reference checks in order for the top applicants. Faculty positions draw applicants from all over while other positions do not generate as much interest. It has been unpredictable what positions generate the most applicants.

Cristi Heitschmidt, Dean Child and Family Studies, confirmed that at least 35 instructors want to teach in the Bachelor of Applied Science – Teachers Education (BAS-TE) positions.

Joanne Schwarz requested all acronyms be spelled out in future reports; a new trustee may have difficulty understanding the college abbreviations.

Public Information Office

No oral report was given. The trustees did commend the PIO office for the recent summer/fall class schedule leaflet.

Human Resources

Julie Huss, Vice President of Human Resources, reported job applicants have been impressed with the campus and the people they speak to while interviewing on campus.

Student Services

Robert Cox, Vice President of Student Services, reported Financial Aid, Enrollment Services, Cashier and Welcome Desk are moving over to the new building this weekend.

Robert extended an invitation to the trustees to visit the new building to see how it looks with the furniture and people in place.

Administrative Services

Steve Ward, Vice President Finance & Administration, reported the new Student Services building is complete and the process of wrapping up loose ends has begun. Different areas from campus are moving into their new offices. The trustees commended Steve on the exterior of the TransAlta Commons; the landscaping, parking and exterior of the building are perfect.

The Burger Claim owners are working with Lewis County Health Department to receive their permits for all aspects of food services.

Completion of the parking lots has been challenging – the lots are currently ready to pave but recent inclement weather has delayed the process. The wet conditions have postponed the project approximately a month.

There is a meeting with the architect tomorrow to review the repurposing of the former student services building. Steve commended Kelli Bloomstrom for the preliminary drawings of the project; the architect will use her work to provide an estimate of what the repurposing project will cost. The building will provide additional classrooms and a Veterans Center; the cafeteria will be left intact at this point.

Steve stated Centralia College East is in the master plan; there may need to be an adjustment to the CC East campus.

6. Executive Session

Under RCW 42.30.110, the board held an executive session for the purpose of consultation with legal counsel regarding potential agency litigation and may review the performance of a public employee. The executive session is expected to last approximately thirty minutes. At 4:00 pm board members moved into executive session to consult with legal counsel regarding potential agency litigation and review the performance of a public employee. The board reconvened into open session at 4:45 pm.

7. Action from Executive Session

There was no action from executive session.

8. Policy Governance

It was MOVED BY TRUSTEE JOANNE SCHWARTZ THAT THE BOARD OF TRUSTEES REVIEW THE CORE THEME 2 POWERPOINT PRIOR TO THE FACULTY NEGOTIATIONS. THE MOTION PASSED.

CORE THEME 2 EDUCATION

John Martens gave a PowerPoint presentation on Core Theme 2 which states: Centralia College shall provide educational programs that meet the needs of its community, that achieve well-defined academic goals, and that prepares students for success in further education, work, and life.

John provided a history of past monitoring reports and their transformation to an updated statement and version.

John listed some of the challenges the report has faced including the ability to obtain reliable data, data availability, and the ability to reproduce the data. The previous report(s), with all of its attachments, exceeded 80 pages.

John listed the updated core theme objectives:

- Objective 1 – Meeting the Needs of the Community
- Objective 2 – Achieving Well-Defined Academic Goals
- Objective 3 – Preparing Students for Success

John emphasized that the report is currently in the form of an executive summary and hopes to have a completed report ready by the end of the year.

The decision was made to table any motion on the Core Theme 2 summary until further data and information is implemented into the report.

Contract Negotiations

Julie Huss reviewed the previous faculty contract against the 2017-20 faculty contract using a PowerPoint presentation. Negotiations finished early this year and used Interest Based Bargaining (IBB) methods.

Dr. Mohrbacher requested the board to approve the faculty contract; additionally, whenever a contract is completed he would like the contract to be approved by the Board of Trustees.

It was MOVED BY TRUSTEE STUART HALSAN TO APPROVE THE 2017-2020 FACULTY CONTRACT AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

9. New Business

Policy Manual Update

Dr. Mohrbacher provided three handouts pertaining to the policy governance hierarchy of policy and procedure. Dr. Mohrbacher stated he Board of Trustees are obligated to demonstrate that the college is fulfilling its mission on a yearly basis and one of the ways for trustees to accomplish this goal is to establish policies.

Currently, there are documents that are called policy but are state or federal rules the college is required to follow. Currently, the college does not make a distinction between the policies that the board sets or the college sets – all policies are called “policy.”

Dr. Mohrbacher’s preference would be to establish board policy to govern the college and differentiate between the administrative procedures. Board policies will be fairly broad and state that the college must follow the law – the college has to write the administrative procedure that demonstrates how the college follows the law. The board policy should cite the authority for setting a policy; in most cases it is the Revised Code of Washington (RCW) giving authority to the board. The administrative procedure should always be connected back to a board policy. A policy can then be effectively tracked from mission to board policy to administrative procedure.

The board should have everything called policy in a manual titled *Board Policy*. Dr. Mohrbacher asked if this was something the board would like to pursue.

The trustees requested that as the policies are revised, the administration should provide both the existing and proposed policies for review.

This may be a subject that bears further discussion at the July board retreat. The project was started in 2015 but not completed. Julie Huss, Janet Reaume and Dr. Mohrbacher will work on completion of the process.

10. Old Business

Hispanic Festival

Robert Cox had no new updates.

TransAlta Community Grant progress

Steve Ward reported the green energy generated from the library’s solar panels will tie into the new building and help obtain a Leadership in Energy and Environmental Design (LEED) Gold certification on the TAC project. The solar project is done except for the complete load study required from Labor & Industries (L & I).

Agriculture scan

Dr. Mohrbacher reported there is \$600,000 in both the Senate and House budgets for the agriculture business park start up project in Tenino. The money may be enough to start the process to get other grant funding for the project.

Futures Forum

Stuart Halsan requested this topic remain on the agenda.

Washington Hall naming

Stuart Halsan distributed a handout describing the history of George Washington, founder of Centralia, and stated that a rededication of Washington Hall would demonstrate the acceptance of diversity on campus. The trustees requested there by a ceremony of some type during the year. The event will be honored with a plaque and

text and simple use of the college logo. Stuart stressed the importance of retaining the previous trustees' intent and added this event will clarify the original motion.

It was MOVED BY STUART HALSAN THAT THE BOARD DEDICATE WASHINGTON HALL IN HONOR OF GEORGE WASHINGTON, SON OF A SLAVE, FOUNDER, BENEFACTOR AND FIRST CITIZEN OF CENTRALIA, WASHINGTON AND THE PEOPLE OF THE STATE OF WASHINGTON FOR THEIR ONGOING SUPPORT OF HIGHER EDUCATION AT CENTRALIA COLLEGE. THE MOTION CARRIED UNANIMOUSLY.

Naming Committee

Dr. Mohrbacher reported the Naming Committee met this past week and recommended the name of Alice White Forth be forwarded to the trustees for consideration. The committee would like to recommend the second floor of the student services wing in TransAlta Commons be named "Alice White Forth Student Services."

It was MOVED BY JOE DOLEZAL THAT THE BOARD OF TRUSTEES NAME THE STUDENT SERVICES WING ON THE SECOND FLOOR OF THE TRANSALTA COMMONS THE ALICE WHITE FORTH STUDENT SERVICES. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Joanne Schwartz attended the Phi Theta Kappa (PTK) sponsored lyceum. Dave Stolier, Assistant Attorney General State of Washington, was the speaker and spoke on the first amendment. PTK had several handouts on the table including the Bill of Rights, Student Responsibilities, Students Rights and Responsibilities of a Citizen.

Dr. Mohrbacher, Liz Mohrbacher and Joanne are part of the planning committee for the gala; Joanne gave examples of table sponsorship costs. Additionally, there will be a silent auction, regular auction, and a raffle item. Post activities will include dancing in the lobby, 3rd floor "Cigars and Scotch" on the patio and "Coffee and Chocolate" in a quiet corner downstairs.

WA-ACT

Doris Wood-Brumsickle reminded everyone that the spring conference is May 25 and 26, 2017 at Big Bend Community College in Moses Lake, WA.

Janet Reaume will be receiving the WA-ACT Professional Staff Member Award.

ACCT

Nothing to report.

CC Foundation

Dr. Joe Dolezal thanked everyone for attending the annual planning meeting on April 12, 2017. The Foundation appreciates trustee involvement and encourages trustee attendance.

The Foundation has started to reorganize their committees in an effort to provide each member with an assignment. Much work needs to be done to achieve the goal of \$25 million by the year 2025.

The Foundation's annual gala is Saturday, October 7th, 2017 in the TransAlta Commons.

President's Report

Dr. Mohrbacher reported Jan Yoshiwara has been selected to head the State Board for Community and Technical Colleges (SBCTC).

The college is currently in consultation with the Lewis County Commissioners regarding the Morton Senior Center. There is a meeting scheduled May 30th to discuss the possibility. Two things should be considered:

- The center is located outside the college's master plan so the acquisition of the property would need board approval. There has been some prior discussion with the county commissioners that leads the college to believe that the center would be given to the college and would not need to be purchased.
- There should be a Morton community meeting to discuss what the community should or should not expect from a college operated center. The college is not going to operate a senior center but could make the space available for senior center activities. Currently, the college offers classes at the center.

The college would schedule classes in the building but would not hire a staff person to operate the facility. If the college does not accept the property, the commissioners will continue to look for other options.

Durelle Sullivan noted senior college classes take place in all of the centers located throughout Lewis County.

The President's Office has looked at several different venues for the board retreat. None of them are prohibitively expensive for the day. If any trustee wants additional information on other venues, let the President's Office know.

11. Comments

Jim Lowery noticed the plaques in the Clock Tower are hard to read and the finish has dimmed. Steve Ward stated he will look into the situation and see what the stonework needs to return them to their original state.

Doris Wood-Brumsickle reminded the trustees of their annual support for the CC East summer production at the Roxy. This year's production will be "9 to 5."

Doris Wood-Brumsickle read a letter from Sara Ann Swain, 2013 graduate from Centralia College. Ms. Swain thanked the trustees for all they do and continue to do for students.

12. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be June 8, 2017 in the boardrooms in Centralia, WA.

Adjournment

The meeting adjourned at 6:10 p.m.

APPROVED:

Doris Wood-Brumsickle, Board Chair

Dr. Bob Mohrbacher, Board Secretary