

COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College	
Boardrooms Centralia College Centralia, Washington	Regular Meeting June 8, 2017 3:00 P.M.

MINUTES

1. Call to Order

Board Chair Doris Wood-Brumsickle called the meeting to order at 3:08 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 Dr. Joe Dolezal.

4. Introductions:

Doris Wood-Brumsickle introduced the retiring faculty members Pat Pringle and Ron Shea. Dr. Greg van Alstyne is also retiring but was not present.

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 May 11, 2017. THE MOTION CARRIED UNANIMOUSLY.

ASCC

Allie Fairall, ASCC President, thanked the trustees for the opportunity to serve as the student body president and highlighted a few of the most recent activities.

The student government reported a successful Spring Fest event.

Student government has begun work on the club manual. Allie stated that having clubs on campus has a positive impact on retention and encourages students to be on campus for more than attending classes.

The transition from the 2016-17 student government to the 2017-18 team has begun. The new team is excited for the opportunities that await them.

Faculty

No report given.

Classified

Jennifer Horrace, Classified Representative, had nothing additional to add to her report.

Instruction

John Martens, Vice President Instruction, had nothing additional to add to his report.

Christian Bruhn, Dean Academic Transfer, reported the musical *Fiddler on the Roof* went well and provided him with great insight as to what it takes to put on a major production. Christian encouraged the trustees to listen to the jazz ensemble after viewing the Capstone presentations this Friday, June 9th.

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. Students have enrolled in the program; the cohorts at both Centralia and Grays Harbor are full. Cristi added that recent work with the Academic Transfer programs ensures that students will be getting the coursework they need to enter into the program. John Martens concurred with Cristi stating that Centralia College is working to ensure upper division rigor in their baccalaureate curriculums.

Public Information Office

Amanda Haines, Director of Public Relations, reported the Workforce Education view book has been translated into Spanish and is currently at the printer. More of the college publications will be translated; the PIO has worked with Laura Martinez for accurate translations.

Joanne Schwartz requested the staff directory be reinstated on the public website. The PIO is currently working with IT to provide a solution and develop a new directory that can be updated in-house.

Human Resources

Julie Huss, Vice President of Human Resources, reported the Leadership Development Program is having their graduation celebration with Grays Harbor and Lower Columbia College tomorrow, June 9th at the Centralia campus.

The HR office is completing several of the recent hiring positions and awaiting the budget decision from the state.

Student Services

Robert Cox, Vice President of Student Services, clarified the Financial Aid section of the Student Services report. The report shows a 32% increase in FA applications from 2016 to 2017; however, the time frame for this has changed. A student submitting a Free Application for Federal Student Aid (FAFSA) form can now submit their information in October rather than February providing four additional months for submission.

A task force has been formed to review the advising process and meet the needs of students. A model has been proposed that will provide six advising group sessions that are discipline specific. The model is similar to *Guided Pathways* allowing the faculty to cluster classes that would be needed for a specific program. The faculty are providing feedback as we continue to make adaptation to the advising model in an effort to meet students' needs while supporting retention and success.

The Veterans Upward Bound grant is due June 21, 2017. This grant supports veterans who have either not received a degree, are low income, first generation, or disabled.

Administrative Services

Steve Ward, Vice President Finance & Administration, reported the State Board for Community and Technical Colleges (SBCTC) has released calculations from the allocation formula for both the House and Senate budgets. Both budgets show significant reductions based on falling enrollment levels. The college reserves are sufficient to maintain current levels until final numbers are available for budget decision making.

Work has begun on updating evacuation plans and maps for each building. Each building has significant differences on how they operate should a crisis occur and lock-down needed.

Work has started on reviving the Alert, Lockdown, Inform, Counter and Evacuate (ALICE) training. This training is based on the premise that information, authorization and proactive training are the key to surviving an Active Shooter event.

There will be a fire activation drill in the TransAlta building this summer; the facilities staff need to ensure that all systems are working properly.

The Kiser Natural Outdoor Learning Lab (KNOLL) parking lot is nearing completion; with this lot in service there are approximately 150 more parking spaces available than before the TransAlta construction process began in 2015.

6. Executive Session

There was no executive session.

7. Action from Executive Session

8. Policy Governance

CORE THEME 2 EDUCATION

John Martens informed the trustees that there wasn't sufficient data available to provide the level of information necessary to support the benchmarks and objectives of Core Theme 2. Joanne Schwartz added that the trustees received the information late and did not have sufficient time to review the document. Dr. Mohrbacher added that Core Theme 2 should not be an action item today; however, at some point this report needs to be finalized.

Dr. Mohrbacher explained that the college starts out with the mission statement, the trustees direct college employees with policy, and staff generate results. While the past monitoring reports provided information that could be used internally, there needs to be a discussion of the real measures.

Dr. Mohrbacher listed the three things most important:

- Retention from quarter to quarter and fall to fall
- Success in individual courses
- Graduation completion of degrees and certificates

This format would be easier for trustees to review – It would be easier to ask, “Was this successful or not?” Dr. Mohrbacher stated the Institutional Research position will collect the data and the staff can react to the data accordingly. Currently, there is too much time spent on data collection.

The trustees decided that in an effort to better understand and discuss Core Theme 2, there would be a work session Wednesday, July 12th at 4:00 p.m. The President's Office will send out confirmation of the proposed work date.

9. New Business

Policy Manual Overview

Dr. Mohrbacher provided two handouts:

- a policy manual overview that listed the administrative procedure and review date
- Additional documents listed as “policies” on the CC website

Dr. Mohrbacher's preference would be to establish board policy to govern the college and differentiate between the administrative procedures. Below is a list of some thoughts for a well-organized policy manual:

- Administrative policies that have a connection would be linked together
- The terminology needs defining
- Different versions of things in different places
- Student policy that is not readily accessible to students
- Tangle of policy jargon
- Different names for an identical document

Dr. Mohrbacher recommended that the trustees' policies be clearly marked "Board Policy" and subsections under each policy to organize the manual.

The college policies could be called "Administrative Procedures" or "Administrative Process" to differentiate between policies.

Dr. Mohrbacher requested the trustees review this topic in further detail at the board retreat; additionally the trustees should direct the administration to review and update college policies on a regular cycle.

The development of a standard template and initial organizational work will be shared with HR and the President's Office.

Dr. Mohrbacher summarized with policy guidelines – everything will link back to a board policy and in the absence of that, the policy will link or connect to the Revised Code of Washington (RCW) or a state law.

Graduation 2017

Graduation will be held on the Littel Commencement field, rain or shine. Dr. Mohrbacher suggested a contingency plan for future ceremonies. Administration will explore the idea of using the new Student Service building for commencement – the amount of people that attend may not make this a feasible option.

Onalaska Day

The trustees discussed the recent article about the 2017 graduating class of Onalaska High School; 100% of the students will be attending college in the fall. In an effort to recognize their achievement, the board would like to honor their accomplishment by having "Onalaska Day" in the fall.

It was MOVED BY STUART HALSAN THAT THE BOARD RECOGNIZE THE 2017 ONALASKA HIGH SCHOOL GRADUATES BY HAVING AN "ONALASKA DAY" ON CAMPUS DURING FALL QUARTER 2017. THE MOTION CARRIED UNANIMOUSLY.

10. Old Business

Hispanic Festival

Robert Cox had no new updates.

TransAlta Community Grant progress

Steve Ward reported the solar project is done except the matching money from the Department of Commerce has not been received.

Agriculture scan

Dr. Mohrbacher requested this topic be discussed at the board retreat. A date needs to be set for the scan.

Futures Forum

Stuart Halsan requested this topic remain on the agenda.

Washington Hall naming

Dr. Mohrbacher will contact the Centralia group that is commemorating the bicentennial birth of the founder of Centralia, WA. It would be prudent to collaborate with the group to ensure success of the re-dedication ceremony.

Trustee Reports

Joanne Schwartz attended the June 2017 Center of Excellence Summit and enthusiastically recommended keynote speaker, Mark Taylor, as a possibility for a speaker on campus. His presentation was titled "Solutions for a Multi-Generational Workforce" and was informational and engaging. The topic for day two of the Summit focused on 21st century apprenticeship.

Joanne also attended the spring concert and lyceum.

Jim Lowery welcomed the June 2017 Center of Excellence Summit on behalf of the trustees.

Stuart Halsan briefly attended the June 2017 Center of Excellence Summit. Stuart continues to explore different entertainment ideas for a scholarship performance and share them with the board. A recent sojourn to Olympia generated more ideas.

Joe Dolezal attended the Executive Foundation meeting on June 7th. The Foundation is evaluating the changing needs of the college environment and the requirements of different programs now available on campus to help accommodate the needs of students who may not receive sufficient Financial Aid.

Doris Wood-Brumsickle reported all of the trustees and the president of the college attended the May 25-26, 2017 Spring Conference at Big Bend Community College in Moses Lake. The trustees and State Board staff presented Janet Reaume, Executive Assistant to the President, the 2017 WA-ACT award for Professional Staff Person of the Year.

WA-ACT

All members attended the May 25 and 26, 2017 Spring Conference at Big Bend Community College in Moses Lake, WA.

ACCT

Nothing to report.

CC Foundation

Nothing additional to report.

President's Report

Dr. Mohrbacher reported the Supreme Court has contacted the President's Office and would enjoy visiting the campus in either October or November of 2018. There will be more communication with the Court representatives as the time gets closer.

Dr. Mohrbacher extended an invitation for the Washington Association of Community and Technical Colleges college presidents (WACTC) to hold their monthly meeting on the Centralia campus in May 2018.

The board retreat will be off-campus this year and is scheduled to be held in the Centralia historic train depot. Further details will be worked out as the date approaches.

Dr. Mohrbacher sent out budget information to the entire campus and commended Steve Ward and Julie Huss for providing the content of the missive. The first lay-off notices will be sent out to corrections faculty tomorrow. The faculty are aware that notices are being sent. Classified and exempt staff will receive notices the 22nd of June. The college is financially able to maintain services throughout the summer quarter, however, corrections does not have appropriations - therefore they will provide essential services but the education units will be shut down.

The new project manager of ctc.Link, Christy Campbell, is in place. She is experienced in implementing PeopleSoft in universities. Christy brings experience and knowledge of PeopleSoft and has already reached out to project managers on different campuses, including Bill Storms. Work is being focused on aligning the general ledger books and getting them in order.

Dave Stolier added that the entire ctc.Link settlement should close today – none of this should impact the state's ability to go forward with whatever option they chose. There are minor details to be worked out.

Jim Stafford sent a personal letter to Dr. Mohrbacher's home address regarding the fine arts program at Centralia College.

Board Elections

It was MOVED BY TRUSTEE JOANNE SCHWARTZ TO ELECT JIM LOWERY TO THE POSITION OF CHAIR OF THE BOARD OF TRUSTEES FOR THE 2017-18 YEAR. THE MOTION PASSED UNANIMOUSLY.

It was MOVED BY TRUSTEE JOANNE SCHWARTZ TO ELECT STUART HALSAN TO THE POSITION OF VICE CHAIR OF THE BOARD OF TRUSTEES FOR THE 2017-18 YEAR. THE MOTION PASSED UNANIMOUSLY.

11. Comments

Joanne Schwartz wanted clarification on the location of the Capstone Projects and the ProMusica performance.

Dave Stolier, Assistant Attorney General, introduced Addison Richards, law student, who will be interning in his office this summer.

12. Announcement of Upcoming Meeting Date and Place:

The board retreat will be July 13th, 2017 in the Hanson boardrooms.
The next board meeting will be August 10, 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