

COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College	
Boardrooms Centralia College Centralia, Washington	Regular Meeting January 11, 2018 3:00 P.M.

MINUTES

1. Call to Order

Board Chair Jim Lowery called the meeting to order at 3:00 p.m.

2. Roll Call

Board members present:

- Jim Lowery, Chair
- Stuart Halsan, Vice-Chair
- Mark Scheibmeir
- Joanne Schwartz
- Doris Wood-Brumsickle

3. The flag salute was led by Stuart Halsan.

4. Introductions:

Dr. Mohrbacher introduced Mark Scheibmeir, new member of the Centralia College Board of Trustees.

Teneal Gustafson, third year probationary faculty, gave a presentation on nursing terms and medications using rhyme. Ms. Gustafson uses this process to engage nursing students who are within weeks of completion and the unconventional message delivery engages the students and breaks up the monotony of a three hour lecture.

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 AS CORRECTED OF December 14, 2017. THE CORRECTION TO THE MINUTES REPLACED THE WORDS "WEREN'T AWARE" WITH "SHOULD MORE FREQUENTLY MONITOR". THE MOTION CARRIED UNANIMOUSLY.

ASCC

Morgan Lakey, ASCC President, added two items to her written report.

Student Government finalized and approved the Club Handbook; a collection of all the information and forms a student needs when starting a club.

There is motivational training with Michael Miller next Monday, the 15th of January.

Faculty

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, reported five additional faculty members have been added to the tenure process. Two are Garrett Heyns faculty and three are current counselors on the main campus. Sharon informed the Board that the Federation would support an abbreviated tenure process for the three counselors.

Classified

Jennifer Horrace, Classified Representative, reported there are two positions currently open: 1) Program Assistant in the Teacher Education and Family Development program and 2) an Admissions Program Assistant at Garrett Heyns.

Instruction

John Martens, Vice President Instruction, reminded the trustees that there are thirteen members on the tenure track for next year. John suggested that perhaps some of the probationary tenure track members could present in April or May of 2018 to ensure sufficient presentation time for all probationers.

Doris Wood-Brumsickle suggested a book reading, book signing or some activity to highlight the authors/publishers that work on campus.

Public Information Office

Amanda Haines, Director of Public Relations, reported the Open House is planned for February 8th from 4:00 to 6:00 p.m. The event will be in the TransAlta Commons and will represent all areas on campus. There will be demonstration classes, workshops on display, hands-on activities and financial aid information available in an effort to bring in a larger population of prospective students.

Cabaret starts February 16th and tickets may be purchased online.

Human Resources

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

Student Services

Robert Cox, Vice President of Student Services, provided an update on enrollment numbers.

Currently, Institutional Researcher Scott Wagemann is developing a dashboard that will reflect enrollment numbers in real time. The most recent enrollment report indicates enrollment is up 31 FTEs compared to winter quarter 2017 at this time. Hopefully, this trend will continue with the spring enrollment numbers.

Stuart Halsan commended Robert for the clear numbers available on his report.

Robert briefly explained that the student ambassadors have shifted to a cohort model when engaging with students. This increased effort on connecting with students may attribute somewhat to the increase in enrollment numbers. There are several strategies that have been in place the past couple of years that may be making a difference.

Administrative Services

Steve Ward, Vice President Finance & Administration, reported that the auditors have completed their fieldwork for the 2016-17 financial statements.

The Project Request Report application for the Teachers Education and Family Development building has been submitted. Scoring of the projects will start this month; we will know the results of the scoring and how our project ranks in the pipeline sometime between March 2nd and April 16th. The Centralia College Foundation has committed support for the project in the amount of \$1 million in matching funds.

The remodel project for the former Student Services is going well with the bid going out on January 11th. This project should be complete by the end of spring quarter.

6. Executive Session

There was no executive session.

7. Action from Executive Session

8. Policy Governance

Budget Status Report

Steve Ward, Vice President Finance & Administration provided two handouts for the trustees. Steve provided the regular quarterly budget report as well as the additional report that broke down the expenditures of the college. Expenditures included were salaries, benefits, supplies and services, utilities, travel and equipment expenses. The report included what percentage of the budget in each category had been expended as of December 31, 2017.

Draft Accreditation Report

John Martens explained the preliminary accreditation report is currently in draft form and more work needs to be done in the later chapters. John stated that the accreditation standards are difficult to understand; the college must provide a very clear narrative of how it is interpreted.

The first two chapters are fairly concrete and form the core of the Year Three Report. Standards 3, 4, and 5 address planning, assessment, and continual improvement; they can be somewhat convoluted and repetitive.

Dr. Mohrbacher added that the old accreditation standards were based on resources and capacity. The new standards are concerned about college outcomes.

Dr. Mohrbacher explained the formal participation of the board is to meet with the accreditation team. The accreditors will want to know if the board thinks the college mission is being achieved. Based on the evidence that is provided to the board each year, is the board aware of a process for continual assessment? Does the board receive reports on the Core Themes? Is the board kept up to date? What is the board's involvement? As we get closer to the Accreditation visit in April, the evaluation team will request a meeting with Board members to ask questions about college processes, the Board's role in governance, and their general impressions of how the college is meeting its mission.

John Martens stated that the Year Seven Self Study examines all of those things that the commission is expecting the college to do.

Dr. Mohrbacher concluded by saying that evidence is currently being compiled in preparation for the April accreditation visit.

9. New Business

Jim Lowery asked for two volunteers to draft questions for a 360 questionnaire to use as part of the president's evaluation process. Doris Wood-Brumsickle and Joanne Schwartz will draft the questions; the survey would be best administered in May 2018. Doris and Joanne will work with Julie Huss to determine what categories the trustees would like to explore.

10. Old Business

TransAlta Community Grant progress

Steve Ward reported the grant for campus lighting is still in process; work has begun on determining what is needed for external lighting around the library.

Agriculture scan

Bob Mohrbacher reported he spoke with Christian Bruhn last week regarding developing agriculture science classes for next year. Christian is working with faculty on course development.

Jim Lowery suggested that the Agriculture scan topic be removed from the agenda.

Naming

Julie Huss provided a copy of the naming policy for the trustees to review.

Strategic Planning

Dr. Mohrbacher reported there is nothing new this month.

Trustee Reports

Trustee Activities

Jim Lowery sat in on the Auditors Entrance meeting on December 6, 2017.

WA-ACT

The Winter Legislative Conference is January 22-23rd this year. All trustees will be attending; Mark Scheibmeir will be attending the New Trustee Orientation. Dr. Mohrbacher stated that Senator John Braun will not be attending the Transforming Lives dinner.

ACCT

The National Legislative Summit is February 11-14th, 2018. No trustee from Centralia will be attending this year.

CC Foundation

Doris Wood-Brumsickle reported she attended her first Foundation meeting as trustee liaison last night.

The annual gala is October 6, 2018 this year; please add that to your calendar.

Discussion revolved around how to build the Foundation donor base. The campaign goal of \$625,000 for 2017-18 has currently generated \$550,000 in funds. The Foundation was briefly trending downward but is now improving.

The Foundation needs direction and/or input as to where scholarship funding is most needed.

The annual visioning meeting is in April; all of the trustees are invited.

President's Report

Dr. Mohrbacher reported the college should know sometime soon when the ctc.Link deployment will be scheduled. Centralia College will most likely be deployed in either February or October of 2020. All of the colleges are undergoing a readiness assessment; Centralia scored quite high in all the categories. Mapping of the business processes has begun but has not been finished.

The legislative session is starting; the students are going up on January 25 to meet with legislators.

The May 10th, 2018 board meeting is the same day as the Spring ACT Conference; give thought to changing the date.

The WA-ACT Awards will be due in April so give some thought to providing nominations. The categories to consider are trustee leadership, partner of the year, CEO, faculty and professional staff.

Janet Reaume has been considering replacing the tables and chairs in the boardroom. Janet has been working with Correctional Industries to obtain a more board room appropriate chair that would be similar to the chairs in the TransAlta Commons. The tables are in definite need of replacement.

11. Comments

Joanne Schwartz commented that she has a card for Orin Smith for the trustees to sign.

Doris Wood-Brumsickle reported that Vondeen Thompson passed away.

12. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be February 8, 2018 in the boardrooms in Centralia, WA.

Adjournment

The meeting adjourned at 4:55 p.m.

APPROVED:

Jim Lowery, Board Chair

Dr. Bob Mohrbacher, Board Secretary