

COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College	
Boardrooms Centralia College Centralia, Washington	Regular Meeting June 14, 2018 3:00 P.M.

MINUTES

1. Call to Order

Board Chair Jim Lowery called the meeting to order at 3:10 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 Janet Reaume.

4. Introductions:

John Martens introduced retiring faculty members and staff who were present:

- Zoe Vandegrift
- Durelle Sullivan
- Julia Johnson
- Sheryl Mercer
- Nola Ormrod
- Madonna Pool

Samuel Small introduced the first Bachelor of Applied Science Information Technology (BAS-IT) student cohort. Each student gave a brief narrative on their internship decisions and future employment opportunities.

Patrick Allison, third year probationary faculty, gave a presentation on how global networks function. Patrick gave a brief history of the college's Information Technology (IT) program and how IT has grown in a relatively short time. Patrick provided rudimentary knowledge on how computers connect and internet protocol. Patrick provided further understanding of how an Internet Protocol (IP) address allows computers to communicate regardless of language or world location.

Mark Scheibmeir introduced Mitchell Merrill, Bachelor of Applied Science in Management (BAS-M) student who interned with Mark's law firm this past quarter.

Mitchell gave a brief history of his experience at Centralia College and how much he appreciated the opportunities he has had as a student in the BAS-M program.

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 OF May 8, 2018. THE MOTION CARRIED UNANIMOUSLY.

ASCC

Morgan Lakey, ASCC President, noted that her final report includes a narrative of where all the 2017-18 student leaders will be next year.

Morgan introduced Jaima Kortlever, the ASCC president for the 2018-19 academic year.

Morgan reported that the ASCC finished their year by completing most tasks but are leaving the upcoming student government with a few projects that will hopefully be continued, e.g. – Voter Friendly campus.

Morgan and the 2017-18 ASCC Student Government extended their thanks to the faculty, staff, administration and Board of Trustees for their outstanding support, encouragement and guidance.

Morgan provided her opinion on the selection versus election for student government. Morgan voiced satisfaction with the results and felt the outcome was quite successful.

The trustees thanked Morgan for her work this past year and wished her luck in the future.

Faculty

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, introduced Dan Taylor as the new faculty union representative as of July 1, 2018.

Classified

No oral report was given.

Instruction

John Martens, Vice President Instruction, commended Cheri Raff on her work as interim director of the Teacher Education and Family Development area. The trustees expressed appreciation to Cheri for filling in these past five months.

Joanne Schwartz commended Dr. Mohrbacher on his musical interaction with the pre-school children.

John Martens reported he has been busy interviewing applicants for several positions this past month.

Jacque Armstrong, Director of Correctional Education Programs, reported the first graduate from the Second Chance Pell Grant experimental site graduates tomorrow. Christian Bruhn added that the faculty who are willing to work weekends and evenings to make these education programs a success will be commended.

Kelli Bloomstrom, Dean Transitional Education, briefly explained the Upscale Backfill grant with Pac Mountain that was discussed at the CC East Advisory Committee meeting. The first time this program was offered it was as an Integrated Basic Education Skills and Training (IBEST) program and was deemed quite successful. The grant is a partnership with Morton General Hospital and Heritage House.

Dr. Mohrbacher added that the college received a Workforce Development Grant for \$136,000 for the development and implementation of a Commercial Driver's License (CDL) program. This will complement the Diesel Technology programs.

Dr. Mohrbacher closed by mentioning this past week the college was notified of a \$500,000 grant that the college would be administering. The funds are from the Department of Commerce and would include a mobile lab to move between high schools for further training in Career and Technical Education (CTE) programs.

Public Information Office

No oral report was given.

Human Resources

Julie Huss, Vice President Human Resources, reported the office has been busy with the hiring of faculty and several other campus positions.

Student Services

Robert Cox, Vice President of Student Services, opened his oral report by amending the Northwest Athletic Conference (NWAC) membership fee amount.

Robert had several updates:

- The eSports coach position has been posted – currently there are four applicants of which two are professional gamers. The applicants are from different corners of the United States.
- The Hispanic Festival will be September 15th from 2 to 6 pm. More information about this event will be sent later in the year.
- Darcell Scott has tendered his resignation; he is the Assistant Director of Student Success and works in the counseling center.
- There are two finalists for the WF West Retention Specialist position; those interviews will be done in the next few weeks.
- Second Chance Pell – Liisa Preslan has been a leader in this project; she was commended for the work that she has done.

Robert noted it is too early to determine if there is an increase in college enrollments even though scholarship applications are up.

Administrative Services

Steve Ward, Vice President Finance & Administration, addressed the recent accreditation recommendation regarding information technology security; there was a security forum May 31st to present current laws and policies that guide the IT practices and to explain recent changes to the system.

The math emporium and faculty offices are open in the Transitional Services Building. The college received a Certificate of Occupancy for the ground floor and shortly after commencement staff members and their offices will begin moving in. The Odegaard Phoenix Center name will be moving to its new location as well. The Lewis County WorkSource office will occupy the top floor;

Jim Lowery commented on the large amount of malware, attacks and phishing attempts that are made and thanked Sam Small for his awareness regarding IT security.

The existing commercial kitchen in the former Student Services building will remain in place until it is deemed that it is no longer necessary. Possible uses for the facility could be continuing education classes or a culinary or training program. Perhaps the Teacher Education and Family Development area may be able to utilize the kitchen.

The President's Office will send out the information to the trustees regarding the whereabouts of the Kemp time capsule. There hasn't been a specific plan regarding what will be done with the time capsule when it is unearthed.

The demolition of the Kemp building would be late summer or early fall. There are three different proposed options for Centralia College Boulevard entrance and the selection will be dependent on the level of modification necessary and the amount of money that is available.

6. Executive Session

There was no executive session.

7. Action from Executive Session

8. Policy Governance

9. New Business

President contract

Dr. Mohrbacher requested board action on the addendum to the president's contract to allow the allotted cost of living increase in the salary of the president. While the cost of living increase for other college employees is calculated automatically for other college employees, any increase in the salary of the president shall be implemented by resolution or motion duly adopted by the Board at an open public meeting and shall be evidenced by written addendum to his contract.

It was MOVED BY JOANNE SCHWARTZ THAT THE BOARD APPROVE THE MODIFICATION TO THE CONTRACT OF EMPLOYMENT, DATED MAY 10, 2016, AND SUBSEQUENT ADDENDUM DATED JULY 1, 2017. THE MOTION CARRIED UNANIMOUSLY.

Governance Leadership Institute (GLI) 2018

Mark Scheibmeir requested trustee approval to attend the 2018 New Trustee Governance Leadership Institute in August. This national conference is touted as a crucial orientation to board governance. The trustees agreed that it would be good idea for Mark to attend.

Board Retreat agenda items

Jim Lowery noted that the evaluation of the president should be added to the currently listed items for the board retreat.

The location of the retreat has not been determined; the President's Office will work on securing a location off campus.

There was some concern on whether one or two days will be needed to accomplish the work. Dr. Mohrbacher suggested that the board and president evaluations are completed at the end of the day; this may provide a clearer idea of the time that is needed.

Dr. Mohrbacher will work on a draft agenda and send it out to the trustees within the next few weeks.

Athletic Budget

Robert Cox explained that recent legislative action now requires public college and university boards to approve athletic budgets at a public hearing or meeting each year. Robert introduced Bob Peters, Athletic Director, who submitted a printout of the proposed 2018-19 Athletic Budget. Bob Peters explained line items and answered any questions.

It was MOVED BY JOANNE SCHWARTZ THAT THE BOARD APPROVE THE 2018-19 ATHLETIC BUDGET AS SUBMITTED. THE MOTION CARRIED UNANIMOUSLY.

Old Business

TransAlta Community Grant progress

Steve Ward reported all of the work has been completed with the lighting and solar aspect of the grant. Work has begun on updating the windows in the apartment building.

Naming

Dr. Mohrbacher reported that the Naming Committee will be reconvening to discuss the named classrooms in Kemp Hall and how the college will carry those names forward. The committee will be tasked with providing a recommendation to the Board of Trustees.

Stuart Halsan requested the President's Office notify the George Washington Centennial Committee regarding the George Washington plaque. The Committee should know the plaque has been installed in Washington Hall.

Strategic Planning

Dr. Mohrbacher gave a PowerPoint presentation on the recommendation from the April accreditation visit regarding the college's mission statement, core themes and strategic plan.

The evaluators used specific language and key terms such as "measurable", "integrated" and "gives direction." The Core Themes must tie directly and logically to the mission and currently there is no direct and logical tie between "improving lives" and "Access, Education and Sustainability."

The accreditation committee recommended the college examine its mission statement to ensure it articulates a purpose appropriate for an institution of higher learning, one that it is measurable, is understood by its community and gives direction for its efforts.

Dr. Mohrbacher provided a timeline that proposes introducing the concepts at the Fall Kickoff, providing an opportunity for mission statement input at a campus forum on Fall Conference day and produce a draft of the new Core Theme outcomes and objectives by late winter or early spring of 2019.

A streamlined version of the current core themes will be used this coming year as the college works to develop more measurable statements.

Dr. Mohrbacher is currently looking for facilitators to help with this process.

The next visit from the accreditors will be in October 2019. The evaluators will be returning to review and assess the college's progress with the mission and core theme statement recommendations.

On June 27th, John Martens and Dr. Mohrbacher will be attending the Northwest Commission on Colleges and Universities (NWCCU) meeting in Kirkland. There will be a short discussion with NWCCU to discuss the accreditation visit and the recommendations. The college will receive a letter from NWCCU later in July with their requests and/or suggestions.

Trustee Reports

Trustee Activities

Doris Wood-Brumsickle reported attending the Capstone projects and the Pacific Northwest Chamber Orchestra (PNCO). Doris stressed the importance of making the local community aware of the Capstone projects. Christine Fossett stated the plan for next year's Capstone Presentation day would include pre-event videos, social media, radio advertising and newspapers. Stuart Halsan suggested further explanation of the term Capstone.

Mark Scheibmeir awarded scholarships at Toledo High School. Mark recommended the scholarship award process; every trustee should have the experience. Mark reported that most of the Toledo graduating class would be attending Centralia College. Toledo's key-note speaker was excellent and a Centralia College alumnus.

Joanne Schwartz thanked her fellow trustees for nominating her for Trustee of the Year. It was quite an honor.

Jim Lowery attended the Capstone presentations and the Morton graduation ceremony.

WA-ACT

Doris Wood-Brumsickle contacted Kim Tanaka, ACT Director, regarding improvements to the schedule of the state meeting agendas. Doris suggested more relevant topics, e.g., information on Guided Pathways.

There was robust discussion regarding trustee conference agendas; Doris will bring these concerns and ideas to the director.

ACCT

Dr. Mohrbacher submitted the proposal to present at the fall conference in New York; there has been no word on if the proposal has been accepted. Attendees to the fall conference this year will be Stuart Halsan and Joanne Schwartz. Dr. Mohrbacher will also be attending.

CC Foundation

No report was given.

Board Elections

It was MOVED BY TRUSTEE JOANNE SCHWARTZ TO ELECT STUART HALSAN TO THE POSITION OF CHAIR OF THE BOARD OF TRUSTEES FOR THE 2018-19 YEAR. THE MOTION PASSED UNANIMOUSLY.

It was MOVED BY TRUSTEE JOANNE SCHWARTZ TO ELECT MARK SCHEIBMEIR TO THE POSITION OF VICE CHAIR OF THE BOARD OF TRUSTEES FOR THE 2018-19 YEAR. THE MOTION PASSED UNANIMOUSLY.

President's Report

Dr. Mohrbacher reported the college is participating with the State Auditor's Office in Lean work. Sick leave can now be accrued by part-time and hourly workers; this ruling necessitated that a tracking/reporting process be formed. There will be one more follow-up meeting next week and then work will begin on the implementation process. The proposed rollout date for the new process is August 1st.

Dr. Mohrbacher reported he had a good meeting with the Washington Forest Protection Association. They emphasized that there are a large number of jobs in the timber industry locally and regionally, some of which require postsecondary training. There was discussion regarding a millwright program; the college will do a needs assessment regarding this possibility.

The graduation stage is a foot lower than in previous years; the communication with the vendor was not as clear as it could have been. The vendor has been extremely easy to work with and assures the college it will be fixed for the 2019 graduation.

Christian Bruhn, Dean Academic Transfer, added that communication with Washington State University (WSU) regarding the Associate in Technical Arts (ATA) agriculture degree will add three agriculture courses to the college class roster. Christian is waiting to hear from WSU on whether Centralia's electives meet WSU criteria. Once final approval is given, Centralia will publicize the new Ag program.

Comments

It was MOVED BY JOANNE SCHWARTZ THAT THE BOARD CANCEL THE AUGUST 9, 2018 MEETING. THE MOTION CARRIED UNANIMOUSLY.

10. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, September 13, 2018 in Centralia, WA.

Adjournment

The meeting adjourned at 6:25 p.m.

APPROVED:

Jim Lowery, Board Chair

Dr. Bob Mohrbacher, Board Secretary