

COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College	
Boardrooms Centralia College Centralia, Washington	Regular Meeting September 13, 2018 3:00 P.M.

MINUTES

1. Call to Order

Board Chair Stuart Halsan called the meeting to order at 3:00 p.m.

2. Roll Call

Board members present:
 Stuart Halsan, Chair
 Mark Scheibmeir, Vice Chair
 Joanne Schwartz
 Doris Wood-Brumsickle
 Jim Lowery

3. The flag salute was led by Jim Lowery.

4. Introductions:

Stuart Halsan requested the 2018-2019 ASCC Student Government introduce themselves. The members of the team are:

Jaima Kortlever – ASCC President
 Aaron Fowler – Vice President
 Lily Ballout - Senator for Executive Affairs
 Lauren Mason– Senator for Executive Affairs
 Skyheart Yantis – Senator for Student Advocacy

2018-2019 SAT/SLIC members are:

J. Mott– SAT Coordinator
 Mati Ashton – SAT Coordinator
 Lorenzo Hill – SAT Coordinator
 Zachary Huffman – SAT Coordinator
 Zoe Oliver - SAT Coordinator

The members gave a brief summary of their proposed projects and events for the upcoming year.

Stuart Halsan introduced Dave Stolier, Assistant Attorney General, who gave a presentation on the Open Public Meeting Act (OPMA). Effective July 1, 2014, the Open

Government Training Act (ESB 5964) requires many public officials and all agency records officers to receive training every four years. A meeting is defined when the board collectively takes action. This is an important thing to remember as virtually everything a board does is considered an action. Action must be done in a public meeting setting which must fulfill public notice requirements. Authorized executive sessions must state to the public the purpose, length, and time of an executive session. There is no voting in executive session and all votes are to be done out of executive session.

An exchange of e-mails among board members can constitute a deliberation or discussion and therefore a “meeting” subject to the Open Public Meetings Act. If a board member uses a personal device, all college-related e-mails and material should be kept in one easily identifiable folder. If possible, use college-owned devices.

The presentation concluded with questions and answers.

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 June 14, 2018. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY JIM LOWERY THAT THE BOARD APPROVE THE SPECIAL MINUTES OF July 12, 2018. THE MOTION CARRIED UNANIMOUSLY.

ASCC

Jaima Kortlever, ASCC President, reported ASCC plans to continue the work that the 2017-18 student government started with legislation and the voter friendly campus initiative. Jaima reported that the leadership team recently returned from Council of Unions and Student Programs (CUSP) training. Jaima found the training opportunity beneficial; one of the courses she will use in her position was on how students interact with administrators.

There are several activities planned for Constitution Day.

The student government has participated in several training opportunities together; the team has been on campus and active since July 2nd. The weekly training schedule has provided a rich learning environment as well as keeping everyone busy.

Jaima reported that interviewing for a position on student government was intimidating but provided her with an opportunity to demonstrate to the interviewers what she had to offer student government.

Jaima requested trustee input on what the ASCC could do better. Jaima asked if there were student groups that are overlooked or methods the ASCC could use to improve. Suggestions included reaching out to students who appeared to be isolated and alone as well as students who sit in their cars between classes and immediately return to their vehicles when classes are over.

Jaima closed by informing the trustees that the Trailblazer Kickoff was deemed a success with 258 students attending.

Faculty

Dan Taylor, faculty representative, Centralia College Federation of Teachers, corrected his written report by stating there are seven new tenure committees and the total probationary track faculty is twenty-four. Eleven third year, six second year and seven first year.

Dan will also be helping the college with the task of re-writing the mission statement.

Classified

No oral report was given.

Instruction

John Martens, Vice President Instruction, listed the new probationary tenure track faculty:

- Mary McClain – Business
- Marie Keane – Information Technology
- Emily Sprafka Coleman – Chemistry
- Kimberly Thompson - Accounting
- Kelly Erickson - English
- Brian Rauscher – Counselor
- Kathleen Hart – Library

Duane Baker, of Baker Evaluation Research Consulting (BERC) Group, worked with a faculty cohort this past Friday. The cohort examined the high impact teaching and learning strategies and will participate in a year-long course that will examine different approaches to learning.

The tenure process is documented and published on MyCC. There is a Revised Code of Washington (RCW) that explains the tenure process; the college document is currently undergoing a review and update to ensure the tenure procedure adheres to the intent of the RCW.

There was brief discussion regarding summer activities that the trustees were not made aware of; a consistent method of communication is necessary to ensure the trustees are kept aware of activities and events.

Public Information Office

Amanda Haines, Director of Public Relations, reported Irene Crowe-Gering has been hired as the graphic designer. The PIO Office is fully staffed!

The Dia de la Independencia is Saturday, September 17 from 2 to 6 pm. Everyone is invited to attend; it will be held in the TransAlta Commons.

The Mario Madness 5K Fun Run is Saturday, October 20, 2018 at 10:00 a.m.

Human Resources

Julie Huss, Vice President Human Resources, reported the office has been busy with the return of faculty.

Julie updated the trustees on an August incident in the Transitional Services Building where a female faculty member was grabbed by a man who came on campus. The faculty member was successful in getting him to leave campus; the perpetrator returned the following day and was identified and arrested.

Student Services

Robert Cox, Vice President of Student Services, invited trustee participation on the Staff Dodgeball Tournament.

Robert named the four new people who were recently hired:

- Oscar Escalante - Retention Specialist funded through the Chehalis Foundation
- Breanna Stewart – Enrollment Services Program Coordinator
- Kathy Tukes – Enrollment Services Tech
- Jonathan McMillan – TRiO Upward Bound Specialist one year appointment to provide pre-college services

Robert reported that there will be a welcome dinner on Wednesday, September 12th to connect with the 26 WF West students that are starting here this fall.

The Blazer Kickoff was today and more student-centered than past events. The ASCC took on more of a central role.

Robert proposed providing a presentation to the trustees on the Centralia College/WF West/Chehalis Foundation partnership. There is data gathered from the 2017 and 2018 college graduating classes that he would like to share.

Centralia High School has recently started to work with the BERC group; there will most likely be more interaction with the Centralia School District in the future.

There was brief discussion regarding meeting with either the Centralia or Chehalis School Boards; this idea was negated at the July Board Retreat.

Administrative Services

Steve Ward, Vice President Finance & Administration, assured the trustees that the 1975 Time Capsule will be located; there is an approximate idea of where it is.

A Security Forum had originally been planned for Kick Off week; because of recent events, it was decided to expand the forum. There was a significant amount of input as a result.

Listed below are a few of the crucial areas that needed to be articulated:

- Understanding the standard emergency procedure
- Clarification on the processes that are confusing
- Communication with our security services
- Awareness that the hours Merchant Patrol is on duty will be increased

Steve reported on the status of the replacement building for the modules currently across from the gym. The grant application was submitted in August and answers are not expected until October.

The Foundation applied for the TransAlta grant so the expectation is that it will provide a more streamlined process. There is a strong chance that the Foundation will be awarded the grant.

Steve noted there is no master plan for these proposed buildings as the master plan is updated when there is funding for the buildings.

The proposed site of the Career and Technical Education building is down by Diesel Tech; it would be a warehouse/industrial type building for the trades. The application was submitted mid-August; there were 130 applicants.

6. 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 ten minutes. At 4:30 pm board members moved into executive session for the purpose of reviewing the performance of public employees. The board reconvened into open session at 4:40 pm.

7. Action from Executive Session

There was no action taken from executive session.

8. Policy Governance

Code of Ethics CE 1-9 (Trustee Self-Evaluation)

There was robust discussion regarding the role of a trustee and the board. There were concerns on whether the trustees should be evaluated on an individual basis or collectively as a board.

Dr. Mohrbacher stated that the board alone determines its goals; it is up to the president to facilitate that process anyway the trustees direct. The purpose of the exercise is to provide an evaluation process.

There were several goals suggested by the trustees:

- How do the trustees perform as a board?
- Is the board accomplishing measurable goals?
- Does the board function collaboratively?
- Does the board support and encourage administration?
- Does a trustee attend meetings?
- Does a trustee come prepared?
- Do all trustees participate?

Dr. Mohrbacher will bring back a document to the October meeting that will help the trustees shape their goals. As the trustees work on different issues, the work can be recorded on the document. The document will organize the goals around the core

themes, accreditation, policy governance, planning, evaluation and supervision of the president.

9. New Business

Definition of Mission Fulfillment

Dr. Mohrbacher provided the board with a handout of the definitions and examples of defining mission fulfillment. At the retreat the trustees were provided with three examples. The trustees discussed the pros and cons.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT CENTRALIA COLLEGE WILL DEFINE MISSION FULFILLMENT AS MAKING CONTINUOUS PROGRESS TOWARD ESTABLISHED GOALS. ON AN ANNUAL BASIS, THE BOARD OF TRUSTEES RECEIVES REPORTS DETAILING PROGRESS TOWARD ACCOMPLISHING THE COLLEGE'S CORE THEME OUTCOMES. THE MISSION IS CONSIDERED FULFILLED UNDER THE FOLLOWING CIRCUMSTANCES: ANY INDICATOR SCORED AS SUBSTANTIALLY MEETING OR NOT MEETING THE TARGET/BENCHMARK IS ACCOMPANIED BY AN ACTION PLAN FOR IMPROVING PERFORMANCE. THE MOTION CARRIED UNANIMOUSLY.

Stuart Halsan requested board support of the two aspirational goals that Dr. Mohrbacher announced at the Kick Off.

It was MOVED BY MARK SCHEIBMEIR THAT THE BOARD SUPPORT THE PRESIDENT IN THE IMPLEMENTATION OF THE TWO ASPIRATIONAL GOALS OUTSIDE THE CORE THEMES:

- STUDENT ACHIEVEMENT GOAL: DOUBLE THE DEGREE AND CERTIFICATE COMPLETION RATE AT CENTRALIA COLLEGE
- EQUITY GOAL: SHARE THE BELIEF THAT EVERY STUDENT CAN SUCCEED.

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 is almost complete on retro-fitting the doors and windows in the student apartment building.

Steve added that the Department of Commerce grants process has not been economically beneficial for the college.

Naming

Dr. Mohrbacher reported that the Naming Committee will be reconvening in fall quarter 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.

Dr. Mohrbacher added that he received feedback from trustees on the Ward Plaza design; the work is moving quickly in an effort to tie this project in with the esplanade expansion project.

Strategic Planning

Dr. Mohrbacher stated the first step in writing a strategic plan is the development of the mission statement.

Friday, October 12th is the All-Campus Meeting. The first part of the day will be the campus forum on mission statement development. The next forum is scheduled for Thursday, November 1st in CC East and another community forum is scheduled at 4 pm on November 15th in Chehalis; the exact place has yet to be determined. There has been a suggestion from Phi Theta Kappa (PTK) to do a student forum which PTK will lead. These forums will be scheduled within the next few weeks and that information will be forwarded to the trustees. Every trustee does not need to be at each forum but there should be at least one trustee at every forum.

Trustee Reports

Trustee Activities

Doris Wood-Brumsickle suggested that a thank-you be written by the trustees to thank all of the employees who participated in the 360 survey. The employees' input was valued and carefully discussed at the board retreat.

Doris added that the Scholarship Night announcers had difficulty with the pronunciation of the scholarship recipients' names. She requested that the announcers be provided with a pronunciation guide.

Stuart Halsan requested a letter be crafted thanking the campus for the survey via e-mail.

Jim Lowery added that he helped with the 2018 STP event.

Joanne Schwartz added that the Cedar Creek Corrections Center graduation was a good experience and well done; the Second Chance Pell grant validates the work of the college and trustees.

WA-ACT

The Fall Legislative Action Committee retreat is Thursday November 8th and the ACT Fall Conference is Friday, November 9th. These dates conflict with the November 8th Board Meeting and the Washington Association of Community and Technical Colleges (WACTC) president's meeting.

The trustees voted to re-schedule the November board meeting for Tuesday, November 6th, 2018.

It was MOVED BY TRUSTEE JIM LOWERY TO RESCHEDULE THE NOVEMBER 8TH BOARD MEETING TO NOVEMBER 6TH. THE MOTION PASSED UNANIMOUSLY.

Doris Wood-Brumsickle requested suggestions or input for programs or presentations at the trustee conferences in November, January and May. Doris suggested colleges currently using the *Guided Pathways* model provide some feedback or give a presentation. It was also suggested that the campus that hosts the conference be provided with an opportunity to highlight a program or department at the conference luncheon.

All of the trustees will be attending the November 9, 2018 Fall Conference at the DoubleTree by Hilton Seattle Airport.

Jim Lowery noted that he has an audit meeting on Monday, October 8, 2018.

ACCT

Mark Scheibmeir attended the 2018 New Trustee Governance Leadership Institute (GLI) in August. The small scale basis of the conference allowed for discussions about national issues on an informal level. The three items stressed are as follows:

- Increasing graduation rates
- Improving student success
- Having mission statements with measurable goals

Mark said the experience was beneficial in several ways; this was his first experience with trustees from other states and first exposure to trustees that are elected as opposed to appointed. Noah Brown, ACCT president, spoke about the challenging times for community colleges. Mark would like to expand his knowledge with the trustee experience at the national level.

CC Foundation

Doris Wood-Brumsickle reported the first meeting of the year was last night.

The Foundation Gala is November 3rd; the event has already raised about ten thousand dollars. There is still a need for silent auction items. The trustees may consider pooling their resources and sponsoring a table at the gala.

The Foundation is considering revising their meeting schedule. Meetings would occur every other month rather than monthly; the committees would meet during the month when no regular meeting is scheduled.

The Foundation has a fund raising goal of \$700,000 for the year. There has been a gift of over \$200,000 this year giving their goal a significant boost.

President's Report

Dr. Mohrbacher reported there has been no information received regarding the appointment of a new trustee to the board. The Centralia College opening did not appear on the recent state list of openings and was only posted for one month. Joanne Schwartz said that she would continue the work of a trustee until the college receives notification of a transition.

Dr. Mohrbacher reported on the salary study he has been participating in. The consultants determined that faculty are 12.4% behind benchmark states and administrator salaries are further behind. The task force recommended that the system advocate to the legislature for a 12.4% increase. Concurrently, there is discussion regarding the issue of regional pay to fund additional increases in pay to areas that have a high cost of living. The regional pay issue will not be addressed at this time but the suggestion will be studied further. This issue has the potential to be divisive in the community college system.

Dr. Mohrbacher is working on the formation of a Legislative Action Group. Volunteers would be on an e-mail list and receive a notification and talking points when there is something that would affect the college. Volunteers would ask political candidates their positions on community colleges at any upcoming political forums.

The college will be hosting a political forum on Tuesday, October 16th. At this point, there isn't any information on who would be participating.

Advocacy Study – The consultants hired by the State Board presented their findings at the president's summer retreat. Community Colleges received overwhelmingly positive reviews and a large number of Washingtonians had some connection to a community college.

Senator Braun is coming to campus Thursday, September 20th. The advocacy information will be provided for him; Stuart Halsan will join the President's Office in welcoming him to campus.

The President's Office is working on scheduling a meeting with Representative DeBolt. It would be beneficial to have a trustee at meeting as well.

Comments:

10. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, October 11, 2018 in Centralia, WA.

Adjournment

The meeting adjourned at 5:55 p.m.

APPROVED:

Stuart Halsan, Board Chair

Dr. Bob Mohrbacher, Board Secretary