

**COMMUNITY COLLEGE DISTRICT TWELVE
BOARD OF TRUSTEES
Centralia College**

**WebEx – Boardrooms
Centralia College
Centralia, Washington**

**Study Session/Regular Meeting
December 9, 2021
3:00 P.M.**

MINUTES

• **Study Session**

Student Success Plan Update

Dr. Robert Cox provided a Student Success Plan (SSP) PowerPoint presentation for the board. The Student Success Plan is a campus wide effort; all areas on campus are needed to make students successful. The SSP plan went into effect approximately two years ago; a recently formed Enrollment Team is delving into the progress made by the SSP thus far. The Enrollment Team has examined the plan line by line in an effort to review items that have been accomplished as well as identify areas of opportunity. The goal of the taskforce was to determine two or three high level, strategic efforts to focus on in the next year. These were determined to be:

- Getting students on the educational path and assisting them as they are guided through the educational system.
- Assessing the success of the models that have been implemented to accelerate students through developmental course work; an Institutional Researcher will most likely be needed with this.
- Review the college's newly developed support mechanisms that were implemented this past year for online learners. A team will evaluate whether these efforts have been successful.

Throughout the document there is a focus on marketing. An effort is being made to identify student populations both on and off campus. Enrollment efforts will be targeted to the populations that the college is not reaching.

A recruitment and enrollment forum at the end of January or early February is being discussed; the SSP information will be shared at the forum. The modality of the forum has yet to be determined.

Tech Center Remodel

Dr. Leslie Fountain Williams provided an update on the Tech Center remodel project. Dr. Fountain Williams introduced Jake Fay, Dean of Instruction, Industrial and Healthcare, and Rick Perkins, Director of Maintenance and Construction, to assist with any questions or concerns that may arise during the presentation.

The Project Request Report (PRR) is a process across the system where colleges from across the state put together proposals in a competitive process.

The Tech building facility is structurally sound; the college is seeking to renovate the facility by modifying current space and establishing new lab space for Career and Technical Education (CTE) programs, converting exterior circulation to interior,

centralizing faculty offices and student support, and creating student areas to help with recruitment, retention and Equity, Diversity, and Inclusion (EDI) initiatives of the college.

The proposed project will renovate a 46,000 square foot facility constructed in the late 70s. The project would reconfigure the center of the building, providing a main entrance to the east, utilize hallways connecting the major programs, faculty offices and student learning spaces. The reconfiguration would also renovate several small rooms into a space utilized for program support.

The PRR is due December 15, 2021 by 5:00 p.m. If the trustees have any concerns or suggestions, please contact the office of the Vice President of Finance and Administration.

1. Call to Order

Board Chair Doris Wood-Brumsickle called the meeting to order at 4:28 p.m.

2. Roll Call

Board members present:
Doris Wood-Brumsickle
Debbie Campbell
Court Stanley
Pretrina Mullins
Mark Scheibmeir

3. Introductions/Presentations:

There were no presentations.

Open Forum

No one requested to speak in open forum.

REGULAR AGENDA

Adoption of Minutes:

It was MOVED BY DEBBIE CAMPBELL THAT THE BOARD APPROVE THE REGULAR MINUTES OF November 10, 2021 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Trustee Activities

Court Stanley reported that he noticed an “Artistic Welding and Metal Working” class in the winter Preview mailer. He signed up for the class and was happy to report that the system worked quite well using the ctcLink continuing education link.

WA-ACT

Doris Wood-Brumsickle announced that the upcoming 2022 ACT Winter Conference includes New Trustee Orientation the day of January 24th, Transforming Lives Awards Dinner the evening of the 24th and the Conference sessions the morning of January 25th. All events will take place at the Olympia Hotel/Capitol Lake formerly known as the RL Hotel (Red Lion Hotel).

ACCT

The ACCT 2022 National Legislative Summit is February 6 - 9, 2022. It will be held in Washington DC at the Washington Marriott Marquis Hotel. The early bird registration is December 15, 2021. If any of the trustees are interested in attending, please contact the President's Office.

CC Foundation

No report provided.

President's Report

Dr. Mohrbacher reported Jan Yoshiwara, executive director for the State Board for Community and Technical Colleges (SBCTC), announced her plan to retire July 31 after 44 years in the college system, including 38 years at SBCTC. The State Board is holding a special meeting December 10, 2021 to form a search committee. Both she and Dr. Mohrbacher started out at Pierce College.

Centralia College and Centralia High School (CHS) administrators met recently to collaborate on how to get the message out to recent (2020 and 2021) Centralia high school graduates regarding all of the funding resources and opportunities available to potential students. Only eleven CHS students applied for Centralia College scholarships; the number should be much higher than that. The high school will be supplying contact information on their 2020 and 2021 graduates to the college in an effort to provide the recent graduates with more information regarding educational funding opportunities. The college continues to work on expanding the partnership with the high school for student success and setting goals for college enrollment.

On December 2 & 3, Dr. Mohrbacher attended the Washington Association of Community and Technical Colleges (WACTC) president's meeting at Seattle Central College and the University of Washington. The presidents met with the UW President Ana Mari Cauce and WSU President Kirk Schulz to discuss post-COVID priorities and opportunities for closer collaboration. There was discussion regarding college enrollment; it is considered at a crisis level. There is a focus on increasing dual enrollment opportunities with discussion regarding expanding the College in the High School (CiHS) program. The data shows that the CiHS program is not as effective as the Running Start program.

Enrollment throughout the system seems to have separated into two distinct categories: 1) Up slightly in numbers but remaining well below state target and 2) Enrollment still down but the decrease in numbers is slowing. Centralia appears to be the latter; there may start to be an uptick in numbers in the spring.

Dr. Mohrbacher reported WACTC is working on three things that they would like to focus on with the legislature:

- High demand program expansion in the Tech and STEM fields
- Learning recovery as a result of the pandemic
- Compensation for college employees. This may include targeting employee groups that earn particularly low wages. There is a 3% Cost of Living Adjustment (COLA) in the governor's budget but that is not enough to keep up with inflation or keeping the community colleges up with universities or the K12 system.

Dr. Mohrbacher attended the Policy Matters Summit 2021: The Future of Work presented by the Technology Alliance on December 8, 2021 at the Seattle Airport Marriott. Dr. Mohrbacher listened to leaders from Microsoft, Facebook, and Google discuss what it took to get to the point where we could pivot to remote and what they think is coming next.

Bellevue College President and former Governor Gary Locke, UW President Ana Mari Cauce, and WSU Provost Elizabeth Chilton discussed higher education's dual role as employer and educator and how they see the future; several presidents spoke on how the pandemic has affected higher education and where we go from here. All agreed that as we move forward we will have a higher percentage of online and hybrid courses. Hybrid option seems to attract the students more than other modalities.

Kelli Bloomstrom was contacted by the Morton School District; the school district would like to swap the Morton Elementary School for CC East. The Morton community likes the historic school building and would like to see it preserved. They have contacted the college to see if the college is willing to do something. Kelli has a list of maintenance items the building would need.

An offer was made to an excellent Institutional Research candidate; he has not yet provided an answer.

Dr. Mohrbacher received a bottle of hot sauce from Rowan University in New Jersey; perhaps the entrepreneurial spirit may also spark maple syrup production in a relocated CC East endeavor!

SAALT

Marisol Vargas, Student Advocacy Activities Leadership Team (SAALT) President, attended in-person and reported SAALT has added a new member to the team. Mimi Tien will fill the position of the Equity, Diversity, and Inclusion (EDI) coordinator.

Puget Sound Energy donated \$5,000 to the student Food Pantry. The students are considering the purchase a refrigerator with some of the funds; this would provide perishable items students need.

eSports – Charlie “Dingus” Stanfield finished in the top for Smash. The competition ended yesterday; he is one of the top players.

The student's last event of the quarter was Monday.

Planning for winter quarter is now underway.

Faculty

Nothing further added to the report.

Classified

Nothing further added to the report.

Instruction

Dr. Joyce Hammer, Vice President Instruction, reported work with Guided Pathways has kept staff busy. The three subcommittees, consisting of faculty and Student Services staff, have been meeting. The Case Management and Advising Redesign subcommittee renamed themselves the Student Success Networking and Advising Redesign subcommittee. The State Board for Community and Technical Colleges (SBCTC) has assigned Guided Pathways coaches who have met with the college's team. The subcommittees of Guided Pathways are listed below:

- Educational Planning and Scheduling
- Student Success Networking and Advising Redesign
- Onboarding and Intake

Work is also continuing with the Assessment Committee. Michelle Harris, Committee Chair, is doing a good job. Dan Taylor and Connie Smejkal help support that work. Connecting assessment at the program level to the overall accreditation process has been a recommendation at the college's past accreditation visits.

Public Information Office

Amanda Haines, Director of Public Relations, provided some of Centralia College's recent YouTube advertising clips. Most of the commercials with the new slogan have been updated and are currently airing. The links to the commercials can be provided to anyone who is interested in viewing them.

Human Resources

Dr. Erica Holmes, Vice President of Human Resources and Equity, reported several hires have been made:

- Hired a pro-rata assistant professor
- Hired a coordinator for family support
- Hired a bi-lingual multicultural outreach specialist
- Reopened the Foundation position

Work has continued on the Equity, Diversity, Inclusion (EDI) strategic plan with the intent to finish that work this month. The plan is to work on the rollout stages of the EDI strategic plan.

Supervisors are receiving trainings regarding the new rules that will start in 2022 for part-time hourly employees. The rules limit part-time hourly employees to twelve months or 1,050 hours in a year.

Employees who have COVID exemptions or accommodations require a follow-up meeting to ensure that everything is working out well. The HR Office has contacted

supervisors of employees who have the accommodations/exemptions and have provided extensions for another quarter through 2022.

All new employees must be made aware of the state mandate and either provide their vaccination status or apply for an accommodation or exemption.

HR is busy winding down the year and pulling together annual analytics that will be shared in January.

Student Services

Dr. Robert Cox, Vice President Student Services, reported as of Monday, December 13, 2021, students must have proof of vaccination or an attestation/exemption in ctcLink to be allowed on campus for any appointments, classes, or events. Those students who have not completed the required paperwork are allowed fifteen minutes on campus. There is nothing automatic in ctcLink regarding uploading student information; all of the information must be manually input.

Dr. Cox introduced Jessica Ramirez, Assistant Director of Student Life, to provide a brief report on the Latinx Youth Summit hosted by Centralia College on November 19th, 2021. Marisol Vargas and Oscar Escalante were two of the panelists at the event. Over 200 students had registered for the event; over 100 students attended the virtual event.

The college advertised for the upcoming Latinx in-person event scheduled for Thursday, February 24th, 2022 at 6:00 pm in the evening. The in-person event will register people for classes, assist with Financial Aid, answer questions, and help potential students through any college registration questions.

Administrative Services

Dr. Leslie Fountain Williams, Vice President Finances and Administration, reported the initial search and interview process has started for the Information Technology (IT) Director.

The Vice President of Finance and Administration office is offering an intern program/position. The position will start in the spring and will be focused on business intelligence and data analytics rather than the financial side of the college. Hopefully, the intern will be able to help with reporting in ctcLink; some IT and Bachelor of Applied Science in Applied Management (BAS-AM) students have applied for the position.

Foundation

Nothing further added to the report.

Mark Scheibmeir requested information regarding the history and purpose of the Trustee Scholarship.

4. New Business

There was no new business to report.

7. Old Business

Board Goals Recap and Update

Dr. Mohrbacher reviewed the board's 2021 summer retreat request where trustees discussed the idea of incorporating an explicit goal where the budget is tied to the college mission (in some way). Dr. Mohrbacher provided two draft statements for the board to consider:

Option A: Budget planning processes address mission fulfillment outcomes and closing of equity gaps.

Option B: Centralia College operating budget reflects an emphasis on student success, academic excellence, supporting community, and closing equity gaps.

There was discussion regarding the wording within the statements. With minor wordsmithing and adjustments, the motion was made to adopt the fourth goal.

It was MOVED BY MARK SCHEIBMEIR THAT THE TRUSTEES APPROVE OPTION B TO READ: CENTRALIA COLLEGE OPERATING BUDGET ADDRESSES STUDENT SUCCESS, ACADEMIC EXCELLENCE, SUPPORTING COMMUNITY AND CLOSING EQUITY GAPS. THE MOTION CARRIED UNANIMOUSLY.

Field Design

Mark Scheibmeir reported that there is an upcoming meeting on December 20, 2021 at 2:00 pm via WebEx to review the funding sources and answer general questions with students.

Dr. Fountain Williams stated that the meeting will address funding mechanisms, the expected cost of the project, and an updated timeline for the bidding process and construction. Dr. Fountain Williams stated the meeting is the college's way of being accountable to the students; the students will see the current field designs and be able to provide their feedback.

8. Policy Governance

Policy Updates

Dr. Mohrbacher reported that the Institutional Effectiveness Committee met on Wednesday, December 1, 2021. No policies were reviewed at that meeting.

9. 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 sixty minutes. At 5:40 pm board members moved into executive session for the purpose of reviewing the performance of

a public employee and for consultation with legal counsel n and to discuss the sale or acquisition of real estate. The board reconvened into open session at 6:40 pm.

10. Action from Executive Session

There was no action from Executive Session.

12. Comments

Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, January 13, 2022 via WebEx and Hanson boardrooms.

Adjournment

The meeting adjourned at 6:45 p.m.

APPROVED:

Doris Wood-Brumsickle, Board Chair

Dr. Bob Mohrbacher, Board Secretary