

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

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

**Study Session/Regular Meeting
October 14, 2021
3:00 P.M.**

MINUTES

• **Study Session**

New Trustee Orientation

Doris Wood-Brumsickle, board chair, provided a question and answer document to the trustees to recall their introduction as a new member to the Board of Trustees. The overall goal of the document and ensuing discussion was to ensure the new trustee, Pretrina Mullins, left her first meeting with a greater understanding of the organization of the college, how the trustees relate to the State Board for Community and Technical Colleges (SBCTC) and the general expectations and responsibilities of a board member.

Dr. Mohrbacher contributed to the discussion by providing a PowerPoint presentation that cited the college mission statement, mission focus areas, the policy governance model and listed the key duties of the Board of Trustees:

- Hire and evaluate the president
- Delegation of authority through policy
- Oversee strategic planning – establish college priorities
- Liaison to the community
- Granting tenure
- Approval of new degrees
- Naming of facilities
- Commencement and other campus activities

Each of the trustees provided what they thought was the most helpful to them when they joined the board. Asking questions, reading the board packet prior to a meeting, and attending events sponsored by the Washington Association of College Trustees (WA-ACT) as well as local college events, all help to ensure a greater understanding of the college environment.

1. Call to Order

Board Chair Doris Wood-Brumsickle called the meeting to order at 4:08 p.m.

2. Roll Call

Board members present:

Doris Wood-Brumsickle
Debbie Campbell
Court Stanley
Pretrina Mullins
Mark Scheibmeir

3. Introductions/Presentations:

Dr. Joyce Hammer, Vice President of Instruction, introduced the 2021-22 probationary tenure-track faculty members.

- Jeanene (Jenny) Bauska - Nursing
- Liselotte Thompson – BEdA at Cedar Creek Corrections Center
- Meredith Tummeti - Library

Each of the new faculty members gave the board a brief introduction about themselves, what brought them to Centralia College, and the programs they are teaching. All of the tenure-track faculty expressed their appreciation for being hired by Centralia College. The Board welcomed the probationary tenure-track members and gave a brief description of who they are when they aren't board members.

Dr. Mohrbacher introduced Pretrina Mullins, newly appointed trustee. Ms. Mullins works as an academic counselor for the White Pass High School. She has 28 years of teaching experience, is a graduate of Centralia College, and has been a resident of Lewis County for 35 years. Ms. Mullins has a bachelor's degree in Education, master's degree from Pacific Lutheran University, a special education endorsement from Portland State University, and a master's degree in Education Leadership from Seattle Pacific University. Ms. Mullins lives in Randle and is quite familiar with CC East.

Dr. Mohrbacher will be meeting with Ms. Mullins soon to begin the trustee orientation processes.

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 September 9, 2021 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Trustee Activities

No additional activities were reported by any of the trustees.

WA-ACT

Doris Wood-Brumsickle announced that the November 2021 Conference will be virtual.

The *Transforming Lives* deadline is November 4, 2021. This year, previous applicants are permitted to resubmit their applications.

ACCT

The ACCT 2021 Leadership Congress is currently being held in San Diego, CA at the Manchester Grand Hyatt Hotel. The theme for this year is *Advancing Diversity, Equity, & Inclusion*. The event is October 13 -16, 2021.

CC Foundation

Doris Wood-Brumsickle deferred her foundation report to Christine Fossett, Associate Vice President of Advancement. The foundation activities will be announced later in the meeting.

President's Report

Dr. Mohrbacher reported that he along with Court Stanley, Christine Fossett, and Bob Guenther, toured undeveloped property on Dodge Road, Morton. The previous owners of the property had hoped that the state would develop the 110 acres on the Tilton River into a State Park. The discussion regarding the property focused on the possibilities of the college inheriting the property and what potential the property has for educational purposes (environmental education or as a cultural resource). At this point in the discussion, this conversation is to let the trustees know that this topic is being discussed.

The Northwest Athletic Conference (NWAC) was discussing the idea of potentially moving to the Sports Hub in Centralia; NWAC has decided against this option. NWAC is currently working to get their conference back on schedule. The topic of NWAC moving to Centralia may return in the future but it is presently off the table.

There is a State Task Force in place to review the allocation formula. Dr. Mohrbacher attended the first meeting of the Task Force last week. The one point of action was to postpone the review work until the next biennium. Given that all the colleges have low enrollment, the Task Force thought it best to focus on enrollment strategies rather than budget work. If decisions are made during a low enrollment period, mistakes may be made. No college is exceeding their enrollment targets; nothing is likely to change at this time.

Dr. Mohrbacher stated that an Enrollment Task Force is being formed at Centralia College to provide a concentrated effort on what issues need the most attention. The trustees will hear more about the Enrollment Task Force at future meetings.

The state ad campaign for community colleges is just getting underway, Amanda Haines will address this topic in her report.

Transforming Lives nominations are due November 4, 2021. The President's Office will send any nominations to the trustees for their vote. If there are three or four applications, please rank them and send them back using the same process as last year.

There was a small mishap with one of the Early Childhood Education and Assistance Program (ECEAP) buses; one of them was rear-ended. No one was injured in the ECEAP bus or the other vehicle.

Dr. Mohrbacher attended his first meeting of the Pacific Mountain Workforce Development Council (PacMtn). Cheryl Fambles, Chief Executive Officer of PacMtn, is retiring in January. PacMtn is searching for a new director and should be making that announcement soon.

Dr. Mohrbacher reminded the trustees of the three goals that were determined at the July 11, 2019 board retreat:

- Increase student success and completion
- Close equity gaps
- Implement a Guided Pathways framework

The college continues to actively use these goals but a review and update would be beneficial. The goals will be on the November 10, 2021 board agenda. Please review them and the resulting goal statements and decide how they should link back to the mission. A decision or statement should also be made on how to link the budget to the college mission.

SAALT

Marisol Vargas, Student Advocacy Activities Leadership Team (SAALT) President, reported the SAALT team completed their leadership training at the end of August.

SAALT held “Welcome Days” on September 20 and 21, 2021 to welcome and engage students with the campus. “Constitution Day” was also celebrated.

Last week a resource fair was held on Ward Plaza; the fair was very successful.

One of the goals of SAALT this year is to engage students and encourage students returning to campus. There are several clubs and organizations students may not be aware of and SAALT members did their best to inform current students about all the different groups and clubs with which to become involved.

SAALT sponsored “Thrifty Thursday” today in the TransAlta Commons (TAC) lobby. Approximately 80 embroidery kits were given away to students.

SAALT is also working on getting more students to be aware of what student government does.

Faculty

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, reported that the “meet and greet” went well. He expressed appreciation on hearing and learning about the new faculty members and is hopeful that next year the process can take place in person.

Classified

Nothing further added to the report.

Instruction

Dr. Joyce Hammer, Vice President Instruction, attended her first Phi Theta Kappa ceremony at Greenhill School and reported that the ceremony was inspiring. It’s hopeful that a graduation ceremony will be held spring quarter and that trustees will be able to

attend the event. Dr. Hammer commended Kelli Bloomstrom for her work with class organization and implementation.

The college has been contacted by Naselle Youth Camp, a similar institution to Greenhill, who wants to partner with Centralia College. Their students would stream in to the Centralia classes at Greenhill generating Full Time Equivalents (FTE) for the college.

The Chehalis Tribal Center is going to open; the college will be starting classes in the Tribal Center again.

The college is also exploring the possibility of partnering with the Oakville School District; the school district is interested in Running Start classes. There is an opportunity to expand our services with them.

The Construction Trades Apprenticeship Preparation (CTAP) program is currently being taught at the corrections sites and recent discussions have yielded the idea that it may be beneficial to offer CTAP at the main campus. Discussion has started on how best to do this; the goal is to start the program next summer. The program is flexible and a certificate is earned after 20 credits. A site for these classes has not yet been determined but there is a possibility that some of the college's outside space could be utilized. If all goes well, it may be possible to also offer this class at CC East.

The Bachelor of Applied Science in Behavioral Health program has approximately twenty students enrolled and is going well.

The Forest Sector Workforce meetings are continuing. The college is participating in a small subgroup that is examining current college programs in an effort to meet employers' needs. The college is ready to do needed programs and ensure the college is meeting the demands of the current employment market.

Public Information Office

Amanda Haines, Director of Public Relations, updated the trustees on the Statewide Ad Campaign. The Washington Association of Community and Technical Colleges (WACTC) presidents voted April 30, 2021 to launch a statewide ad campaign. All colleges will contribute to the funding of the campaign. The target audience is students who were impacted by COVID-19 and getting those students back into the classrooms and on a trajectory towards a degree or certificate. The target audience is:

- Non-traditional
- Under-represented populations
- People of color
- Males
- Under employed
- Unemployed
- Age group from 19 – 45
- Personal income of 97 K or less

Benefits of a collective campaign are 1) sharing the marketing plan among the colleges, 2) advertisements that can be personalized, 3) a collective webpage with financial aid information, 4) searchable directory of programs, and 5) an information request form.

The ad concepts have been developed; one concept will be chosen by next week. The colleges have been asked to submit photos, names, testimonials and statements from our students; that has been done these past few weeks.

Dr. Mohrbacher added he is hopeful the statewide advertising campaign continues; there is only so much the college can do locally.

Specific details on the dates have not been determined and the actual marketing plan has not been revealed. There is discussion regarding advertising with Twitch and Spotify; the advantage of group marketing makes those venues affordable.

Christine Fossett added that the conversation regarding keeping the college name in the local news on a weekly basis has not progressed with the Chronicle.

Human Resources

Dr. Erica Holmes, Vice President of Human Resources and Equity, reported the Fall Conference went well. 80 employees participated in person and 98 were online. This was the first Fall Conference presented using mixed delivery modalities.

There have been several new employees hired in the past month in addition to the new faculty.

Covid vaccination rate update – 98% of employees responded in ctcLink; 85% attest to being fully vaccinated.

Accommodation requests resulted in approval of 13 medical and 56 religious exemptions. Dr. Holmes reported the process involves meeting with the employee where the exemption request is reviewed. Depending on the employee's role and how many people they interact with determines whether the exemption can be accommodated. Currently, there are five employees still in the accommodation process.

Student Services

Dr. Robert Cox, Vice President Student Services, recalled that as the campus opened up this past summer, there was a concern regarding masking requirements for students. The concern did not bear fruit; students have been compliant with the requirements being asked of them.

Covid vaccination rate update for students:

- 1,338 students are enrolled in face-to-face classes (some component of in-person classes).
- 983 of the 1,338 students have either attested to being vaccinated or submitted an exemption/accommodation request.
- 355 students have not taken any action.
- 251 students have filed for religious exemptions; 4 medical exemptions.

If a student doesn't provide vaccination information by the October 18, 2021 deadline, a service indicator will be put on the students' accounts and they will be unable to enroll in winter quarter.

Administrative Services

Dr. Leslie Fountain Williams, Vice President Finances and Administration,

reported the college will be partnering with the Red Cross of South Puget Sound and Olympics. The agreement will assist Red Cross in providing essential services to people during a local or regional disaster and is directly tied to Disaster Relief Services serving Lewis and Thurston Counties.

Centralia College is also working with the National Weather Service in Seattle. The college will be designated a Storm Ready institution and would directly serve Lewis County.

The capital project is experiencing a delay in the Teacher's Education and Family Development project. Progress came to a stop regarding property acquisition; a commitment from current property owners has been stalled although the college continues to work with the City of Centralia to review the design.

Foundation

Christine Fossett, Foundation Executive Director, reported the Foundation is proceeding with plans for an in-person gala. Current COVID protocol will be followed to ensure enjoyment of the gala.

The Foundation Gala Committee has voted to fund the multi-purpose athletic field add-ons. Funding will be used to purchase a public address (PA) system, bleachers, and lighting.

Christine reported that at the Economic Alliance banquet, trustee Debbie Campbell was honored with a scholarship in her name. Christine is hopeful that the scholarship is targeted for use at Centralia College.

Court Stanley commended Christine on her connection with the Weyerhaeuser VIPs. Christine replied that Weyerhaeuser administrators expressed an interest in being more involved with the college than they have been in the past.

4. New Business

Tenure Process Overview

Dr. Joyce Hammer, Vice President of Instruction, gave a PowerPoint presentation on the tenure process.

The presentation cited the Revised Code of Washington (RCW) 28. B50.850 through 28B.50.869 which explicitly defines the rules and regulations implementing the award of faculty tenure following a probationary period.

The presentation gave the purpose of the tenure process, the review committee membership, how often the tenure committees meet, the meeting documents generated by the tenure committee, evaluation documents, and subsequent communication to the board.

New changes to the process were a "Meet and Greet", minutes for all meetings, professional improvement plans, (given in winter quarter if needed), clear communication of expectations and performance, and a memo from the Vice President of Instruction.

The trustees requested clarification regarding the meet and greet as a substitution for the presentations. Mark expressed disappointment with the cessation of the probationary tenure presentation process and requested a way to preserve that aspect.

Dr. Hammer had a few ideas; she will discuss this with her deans and try to reach a solution.

Field Design

Mark Scheibmeir provided an overview of the multi-purpose athletic field's uses and design. The field will be used to host four different sports - men's baseball, women's fast pitch, women's soccer, and men's soccer. The entire field will be surrounded by chain-link fence and includes storage areas for bleachers. The bleachers for soft and fast-pitch baseball would be permanent. The directional lighting is designed to fall on the field and not on the surrounding community.

This project is all student funded and because of the unique funding source, the project is unlike any other the college has previously undertaken. This may be limiting in that there may not be available monies for other things such as the bleachers, lighting, practice facilities, and artificial turf in the storage areas.

Mark stressed the importance of a public facility that meets the criteria of being aesthetically pleasing and complementing the surrounding neighborhood. Currently, there is no landscape design but there has been input regarding what shouldn't be used around artificial turf surfaces.

Mark requested that some interesting designs or creative concepts be considered; perhaps some metal work or sculpture from the students. The end result should be a facility that everyone is proud of.

This topic will go on the November 2021 board agenda – any suggestions or ideas can be brought to the meeting.

7. Old Business

No old business at this time.

8. Policy Governance

Policy Updates

Dr. Mohrbacher reported that the Institutional Effectiveness Committee had their first meeting Wednesday, October 6, 2021. Dr. Mohrbacher noted that the Data and File Sharing with Centralia College Foundation policy was written at the recommendation of the Assistant Attorney General (AAG). The AAG suggested there be a policy that explicitly explains that Centralia College Foundation is a separate 501 (c) (3) organization and not part of the college. This is an effort to formalize the annual quid pro quo agreement which outlines the type of services and information shared between the college and the foundation. Dr. Mohrbacher suggested the policy should be under the purview of the board.

It was MOVED BY DEBBIE CAMPBELL THAT THE BOARD ADOPT THE DATA AND FILE SHARING WITH CENTRALIA COLLEGE FOUNDATION A BOARD POLICY. THE MOTION CARRIED UNANIMOUSLY.

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 thirty minutes. At 6:24 pm board members moved into executive session for the purpose of consultation with legal counsel regarding actual agency litigation and to discuss the sale or acquisition of real estate. The board reconvened into open session at 6:44 pm.

10. Action from Executive Session

There was no action from Executive Session.

12. Comments

Doris Wood-Brumsickle reminded the trustees that the November board meeting will be on **Wednesday**, November 10,2021 to accommodate the Veterans Day holiday.

Mark Scheibmeir deferred his responsibility as east county trustee liaison to trustee Pretrina Mullins. Ms. Mullins courteously accepted the responsibility.

Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Wednesday, November 10, 2021 via WebEx and Hanson boardrooms.

Adjournment

The meeting adjourned at 6:48 p.m.

APPROVED:

Doris Wood-Brumsickle, Board Chair

Dr. Bob Mohrbacher, Board Secretary