

COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College	
WebEx – Boardrooms Centralia College Centralia, Washington	Study Session/Regular Meeting June 9, 2022 3:00 P.M.

MINUTES

- **Study Session**

Trustee Orientation – Dr. Mohrbacher and Trustees

Trustees and staff introduced themselves and their area of responsibility to newly appointed trustee Annalee Tobey. Annalee provided a brief introduction as to who she is, where she works, and her interest in serving as a college trustee.

Dr. Mohrbacher provided a PowerPoint presentation on Centralia College. The presentation reviewed the college mission statement, mission focus areas, and the policy governance model. The board job description is included under policy governance as well as what responsibilities are designated to the president and key duties of the board.

A description of the Centralia College Service Area, campus sites, and the college organizational chart provided information on the scope and breadth of the college.

Further information included the role of the Washington State Board for Community & Technical Colleges (SBCTC) which governs and oversees the state's community and technical college system, the college operating budget, degrees and programs, pathways and areas of study, key student programs and services, accreditation information, and the role of the Centralia College Foundation.

The trustees provided additional input and insight into things that they thought were helpful to them when they became trustees.

Review of Current Events

Dr. Mohrbacher provided a brief review of recent changes and updates for the trustees.

Fia Eliasson-Creek, Executive Director of Institutional Research, has recommended postponing the monitoring report for this year. Over the summer, Fia will work with the recommendations and suggestions she has received to determine the changes and data that will be contained within the report. The plan is to produce a monitoring report that reflects the past two years; the two-year report would be presented in early winter quarter 2023. This will be a complete two-year report and include data from a span of either five or seven years with the time span yet to be determined.

Dr. Mohrbacher stated that the monitoring report cycle change from spring to winter would allow the report to be published regularly in early winter quarter. The data would be pulled in summer quarter when it becomes available, reviewed in the fall, and published early winter quarter so that the report is part of the academic year.

The State Board for Community and Technical Colleges (SBCTC) has selected Paul Francis to serve as their next executive director. Paul will assume his new role August 1, 2022.

1. Call to Order

Trustee Doris Wood-Brumsickle called the meeting to order at 4:10 p.m.

2. Roll Call

Board members present:

Doris Wood-Brumsickle

Court Stanley

Mark Scheibmeir

Annalee Tobey

Pretrina Mullins (excused absence)

3. Motion to Amend the Agenda

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE AGENDA BE AMENDED TO ADD AN ADDITIONAL ITEM UNDER “OLD BUSINESS” – THE VOTE TO APPROVE/REJECT THE 2022-23 BUDGET AS PRESENTED AT THE MAY 13, 2022 BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

4. Introductions/Presentations:

There were no introductions or presentations.

Open Forum

No one requested to speak in open forum.

REGULAR AGENDA

Adoption of Minutes:

It was MOVED BY Mark Scheibmeir THAT THE BOARD APPROVE THE REGULAR MINUTES OF MAY 13, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Court Stanley attended the groundbreaking ceremony for the multi-purpose athletic field on May 25, 2022.

Court represented the Washington State Association of Counties (WSAC) on forestry issues today, June 9, 2022. The counties receive revenue through the timber excise tax and Department of Natural Resources (DNR) harvests. WSAC members were given a tour of an active logging site and a mill tour at Sierra Pacific in Shelton. Court provided a history of the logging industry in Washington State.

Mark Scheibmeir recognized Shelley Bannish and Marisol Vargas on the SpringFest event. He appreciated their efforts and commended the two for the work that was done in preparation for the event. Mark thanked Marisol for her energetic speech at the multi-purpose athletic field groundbreaking event on May 25th, 2022. He thanked Matt Young, English faculty, for his written response in a letter to the editor of the Chronicle.

Mark also noted the Chronicle listed the top ten students from local high schools and sixteen are Running Start students. All but two of the graduates have been students or intend to attend Centralia College.

Mark attended the groundbreaking ceremony for the multi-purpose athletic field on May 25, 2022 and was one of the featured speakers providing the audience with a brief history on the longest continuously operating community college in the State of Washington.

Doris Wood-Brumsickle reported she attended the groundbreaking ceremony for the multi-purpose athletic field on May 25, 2022. She enjoyed the history that Mark Scheibmeir provided for the event participants.

Doris also attended the Dollars for Scholars event at the Centralia High School.

Mark Scheibmeir noted that Pretrina Mullins attended the Trustee Spring Conference on May 19 and 20th, 2022 hosted by Tacoma Community College. He also noted that she handed out scholarship awards at the White Pass School District.

WA-ACT

No update provided.

ACCT

Doris Wood-Brumsickle announced that the 2022 ACCT Leadership Congress will be in New York City from October 26 through the 29, 2022.

CC Foundation

No update provided.

President's Report

Dr. Mohrbacher reported he spoke at the Rob Fuller Scholarship event on Monday, June 6th, 2022. The event introduced the Top 25 students from Centralia and Chehalis high schools. A large number of the graduates will be attending or have attended Centralia College in all types of disciplines.

Dr. Mohrbacher attended the Washington Association of Community and Technical Colleges (WACTC) president's meeting in Wenatchee last week. The presidents met and discussed enrollment issues statewide, reviewed available data, strategies, and discussed what is happening. Part-time student enrollment declined during the pandemic but is experiencing a comeback. Targeted recruitment efforts including one-on-one outreach, phone calls, and individualized tracking of students seem to be the best strategy.

Dr. Mohrbacher provided a brief explanation of how leave, travel authorizations, and expense reports work in the ctcLink system. The board chair is usually responsible for approving these processes for a college president. In an effort to improve the efficiency of the approval process, Dr. Mohrbacher requested permission to delegate one of the vice presidents to approve these requests. The executive assistant to the president will keep a log of these requests and update the board chair on a regular basis of any approvals that have been entered into the ctcLink system. This should provide the oversight needed and improve the efficacy of the approval process.

SAALT

Marisol Vargas, Student Advocacy Activities Leadership Team (SAALT) President, reported that the 2021-22 team finished their student fee budget and received confirmation and approval from Dr. Mohrbacher today.

Marisol introduced Kollin Jurek, the 2022-23 SAALT President. Kollin is planning to continue the good energy and team spirit to the SAALT team.

The trustees thanked Marisol for her work this past year and welcomed Kollin as the new SAALT president.

Faculty

No report provided.

Classified

No additional items reported.

Instruction

Dr. Joyce Hammer, Vice President Instruction, reported recently attending the community band concert. The band played to an almost full venue; the band sounds really good by spring!

Dr. Hammer assured the trustees that the issues at the spring play concerning lighting and sound are being addressed. Funds have been identified that will provide a permanent fix for both the lighting and sound issues the spring play experienced. Theater staff have expressed interest in providing the most up-to-date sound and lighting equipment for students to work with.

The nursing program will be moving from Healthcare & Industrial Trades to be directly under Dr. Hammer's supervision. The nursing program is now nationally accredited and the accreditation body would prefer less layers of administration. The college is in the process of hiring a new nursing director. The nursing program is planning to increase their nursing capacity from 24 to 28 slots.

Ryer Banta, faculty librarian, has resigned to take a position with South Puget Sound Community College (SPSCC). Ryer will be responsible for Open Education Resources (OER) in his new job.

Tadd Belden, Criminal Justice professor, has retired; two new criminal justice faculty will be joining the college for the 2022-23 academic year.

Public Information Office

Amanda Haines, Director of Public Relations, reported the commencement week blitz has started. News regarding the Distinguished Alumni came out earlier this week, the exceptional faculty article is almost finished, outstanding students will be published Friday, and the honorary degrees article is published on Monday.

Centralia College is advertising the welding program at the movie theater, the Chehalis Midway, and Eli Sports. The college mailer should be in your mailbox today; it is mailed to every house within the college service district.

Human Resources

John Boesenberg, Interim Vice President of Human Resources and Equity, noted the HR office is busy with recruitments and hiring. This is the time of year when the college starts filling positions that need to be filled.

John commended the Justice, Equity, Diversity, and Inclusion (JEDI) committee members, most notably Emily Sprafka-Coleman and Jessica Ramirez; they have been working on a number of projects. The committee has been working on a climate assessment survey and are in the final stages of hiring a firm that specializes in campus surveys. The survey will be launched in early fall quarter, perhaps October.

John reported that HR continuously evaluates the hiring practices of the college. The hiring process is always evolving as the procedures are evaluated. Questions used to determine if the process is effective:

- Are different groups of people are responding to hiring postings?
- Does the college process create barriers?
- When a new employee begins work, are they in an environment that is supportive and connected?

Dr. Hammer added that Guided Pathways makes a difference; it helps integrate equity, diversity, and inclusion in the essential processes of the college.

Student Services

Dr. Robert Cox, Vice President Student Services, reported he served on the Centralia High School hiring committee for their new principal.

Dr. Cox reported there are plans to call students who have selected Centralia College on their Free Application for Federal Student Aid (FAFSA) forms but have not yet enrolled.

The Elementary and Secondary School Emergency Relief (ESSER) funding is generating quite a bit of attention. Jake Fay, Dean of Industrial and Healthcare, was able to organize and implement a Commercial Driver's License (CDL) class for high school students where ESSER funds will pay for the entire class.

A number of Running Start students enrolled in summer classes using the ESSER funds to their advantage. This may introduce them to the college and they may realize that it is possible for them to be successful at college; the college may experience more enrollments because of these efforts.

Dr. Cox further explained some of the different enrollment strategies that are used; there are unique methods to influence graduating seniors to enroll in college.

Dr. Cox stated that it is too early to tell whether fall enrollments are up but the numbers are trending upward.

Administrative Services

Dr. Leslie Fountain Williams, Vice President Finances and Administration, reported she attended the National Conference on Race and Ethnicity (NCORE) through funding made possible by the Justice, Equity, Diversity, and Inclusion (JEDI) Committee. The conference was in Portland, Oregon last week and the biggest conference she has ever attended. Dr. Fountain Williams found the breakout sessions to be particularly useful.

Dr. Fountain Williams reported that the minor project request budget received an increase from \$724,000 to 2 million. The money will be used to enhance four projects the college is currently working on (upgrading the commercial kitchen in the Transitional Studies Building and enhanced IT projects).

Tariq Qureshi, Director of Budget and Grants, will start July 1, 2022; he was hired in December 2021. Casey Schmidt, Chief Technology Officer, joins the college from the Chehalis School District.

Foundation

Christine Fossett, Associate Vice President of Advancement, reported donations are currently down compared to the strong contributions the Foundation received earlier in the year.

The Foundation Executive Board met last night and set a budget and goal for next year. The Capital Campaign was discussed; the Campaign is going slowly but Christine is confident that the Foundation will make its goal.

Work with Collegiate Housing International (CHI) is progressing well. The Foundation has signed a letter of intent with CHI. CHI is going to purchase the lot (corner of CC Blvd and Ash Street) from the Foundation.

CHI will be giving a presentation to possible investors on Wednesday, June 29, 2022. CHI will also be interviewing contractors with a goal of choosing a contractor quickly and a proposed September 2023 completion date.

Annie Oien, Marketing, Foundation, and Southwest Flexible Training Center (SWFT) Specialist, is new on staff. Annie will be managing the SWFT Center promotions, reservations, community partnerships and activities on and off campus.

Barbara Extine recently passed away. She was involved with many things on campus. The Foundation received notice that the Foundation is included in her will.

Dr. Hammer added that an anonymous donor has provided for a gift of tympani for the music program; those will be ordered next week.

The Foundation is ready for the STP; thanks to many people who helped secure the products that make for a successful event.

5. New Business

Athletic Budget

Dr. Robert Cox, VP of Student Services, explained Senate bill 6493 requires public college and university boards to approve athletic budgets at a public hearing or meeting each year. Athlete budgets must be approved by the Board of Trustees. Dr. Cox added that there isn't much variance to the budget on a yearly basis but the salary for the coaches has increased slightly. Dr. Cox and Bob Peters explained line items and answered questions.

The proposed budget represents similar expenses from the previous year except for:

- Coaching stipends are increased to better reflect increased roster accountability
- Three new sports are up for consideration:
 - Women's Cross Country (Long Distance Track)
 - Women's Tennis
 - Men's soccer

Discussion is underway regarding how the athletic department can achieve this goal.

Bob Peters added that the Seattle to Portland (STP) bicycle ride event is the biggest fund raiser for athletics and supports about half of the athletic scholarships every year. The STP provided money for financial aid and scholarships and the number of scholarships was not lowered due to COVID.

Dr. Cox commended Bob Peters, Athletic Director, and Jonathan McMillan, Assistant Director of Athletics, for their work keeping the athletic programs operational during COVID and the resulting campus closures these past two years. Athletic programs continued to function and provide support for the college athletes.

It was MOVED BY MARK SCHEIBMEIR THAT THE BOARD APPROVE THE 2022-23 ATHLETIC BUDGET AS SUBMITTED. THE MOTION CARRIED UNANIMOUSLY.

6. Old Business

Budget Presentation Vote

Dr. Leslie Fountain Williams, VP of Finance and Administration, requested a vote on the Centralia College 2022-23 budget. Overall funding projected for FY2023 appears very similar to FY2022 operating budget. Most of the variances are due to either legislative initiatives or cost of living increases funded through Safe Harbor.

Dr. Mohrbacher requested that the trustees receive the Centralia College 2022-23 line-item budget booklet when it becomes available.

It was MOVED BY MARK SCHEIBMEIR THAT THE BOARD APPROVE THE 2022-23 BUDGET AS PRESENTED, IN ACCORDANCE WITH BOARD POLICY 5.011 BUDGET OVERSIGHT. THE MOTION CARRIED UNANIMOUSLY.

Mark Scheibmeir added that the trustees need to discuss whether the board is accomplishing their board goals. Dr. Mohrbacher noted that the trustees will review the board goals and determine their progress at the summer board retreat.

Teacher Education and Family Development Center

Dr. Leslie Fountain Williams reported the completed pre-design report has been sent to the State Board for Community and Technical Colleges (SBCTC) for review; the Office of Financial Management (OFM) has approved the Centralia College proposal and the college is moving into the design phase. A committee is being formed June 25, 2022 to determine how the college will select the architectural firm. The process will conclude July 25, 2022. OFM will then release the design funds and the college can acquire the properties from the Foundation.

Field Design

Dr. Leslie Fountain Williams reported that the field construction is going well. The contractor has a goal to finish the field early; an early completion of the project will save the contractor substantial funds. The current work being performed is dirt moving and rerouting sewer lines.

A second oil tank has been discovered in the work area; the tank will need to be removed. This is considered a routine setback. There may be funds available through Capital Projects for the removal of the additional oil tank.

A change order has been incorporated into the original contract to ensure the footings and underground infrastructure for the scoreboard is included in the contract. It is important that the scoreboard substructure is in place before the finishing work begins.

The estimate for field completion is early October 2022.

7. Policy Governance

Policy Updates

Dr. Mohrbacher reported the following policies were reviewed and discussed at the June 1, 2022 Institutional Effectiveness meeting.

The policies below were placed under review:

- 1.100 – Emergency Procedures
- 1.045 – Chemical Hazards
- 1.170 – Library Services

The policy below was deleted:

- 3.140 – Distance Learning Library Services

8. 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. At 5:45 pm board members moved into executive session for the purpose consulting with legal

counsel regarding potential agency litigation. The executive session is expected to last approximately fifteen minutes. The board reconvened into open session at 6:04 pm.

9. Action from Executive Session

There was no action from Executive Session.

10. Comments

It was MOVED BY MARK SCHEIBMEIR TO CANCEL THE AUGUST 11, 2022 BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

Dr. Mohrbacher provided a brief overview of the proposed retreat agenda. Dr. Mohrbacher provided some suggested agenda items:

- 1) Reviewing the board goals and determining their effectiveness and how they address student success, academic excellence and supporting community
- 2) Strategic planning activities in the 2022-23 academic year
- 3) Reviewing and renewing the Campus Master Plan

Dr. Mohrbacher suggested time for the new trustee orientation.

Dr. Mohrbacher suggested the accreditation cycle is more suitable for discussion at a board study session.

Doris Wood-Brumsickle and Annalee Tobey planned to meet and discuss what Annalee needs to be a successful trustee.

Vice Presidents will be attending the retreat in the morning and will be off in the afternoon.

Announcement of Upcoming Meeting Date and Place:

The next board meeting will be the Board Retreat on Thursday, July 14, 2022 at 204 W. Centralia College Blvd., Centralia, WA.

Adjournment

The meeting adjourned at 6:10 p.m.

APPROVED:

Doris Wood-Brumsickle, Board Chair

Dr. Bob Mohrbacher, Board Secretary