

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

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

**Study Session/Regular Meeting
March 10, 2022
3:00 P.M.**

MINUTES

• **Study Session**

Budget Update – Dr. Leslie Fountain Williams

Dr. Fountain Williams provided an Excel spread sheet on the Fiscal Year 2021-22 budget and year to date spending.

Dr. Fountain Williams explained the funding sources:

- Tuition and Operating Fees
- Academic Program Reserves
- State General Funds
- Workforce Training
- Running Start offset
- Other transfers

The items listed below are expenditures for the college:

- Instruction
- Primary Support
- Library
- Student Services
- Institutional Support
- Plant Operation & Maintenance

Dr. Fountain Williams also included a chart on the enrollments by term and total enrollment comparison.

Institutional Research Overview - Fia Eliasson-Creek

Fia Eliasson-Creek gave a brief introduction about herself; she joins Centralia College with 23 years of experience in institutional research. She has provided leadership in evidence-based decision making, planning, assessment and evaluation, and grant development. She is experienced with interpreting data, maintaining data collection systems, and managing large projects to improve student outcomes.

Fia provided a PowerPoint presentation on her approach to Institutional Research and stated she is a systems-thinker, collaborator, and story-teller and uses these methods to help others connect with information that leads to actionable outcomes.

Her goals for Centralia College are to review and adopt metrics that are meaningful, assessable, and valid in measuring mission fulfillment and student success.

She reported she is happy to be on campus, work with faculty, and help students be successful. Ms. Eliasson-Creek is in room 106B in the Hanson Administrative Building; stop in and say hi.

1. Call to Order

Trustee Doris Wood-Brumsickle called the meeting to order at 4:06 p.m.

2. Roll Call

Board members present:

Doris Wood-Brumsickle

Court Stanley

Pretrina Mullins

Mark Scheibmeir

Debbie Campbell (excused absence)

3. Introductions/Presentations:

There were no introductions and presentations at the March 10, 2022 Board of Trustees meeting.

Open Forum

No one requested to speak in open forum.

REGULAR AGENDA

Adoption of Minutes:

It was MOVED BY Pretrina Mullins THAT THE BOARD APPROVE THE REGULAR MINUTES OF FEBRUARY 10, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY Pretrina Mullins THAT THE BOARD APPROVE THE SPECIAL MINUTES OF FEBRUARY 17, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY Pretrina Mullins THAT THE BOARD APPROVE THE SPECIAL MINUTES OF MARCH 1, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Court Stanley reported he met with the Forest Sector Workforce Coalition. The Department of Natural Resources (DNR) is going in a different direction and it would be beneficial to come back to the college. There is another meeting scheduled for Tuesday, March 15, 2022.

Mark Scheibmeir reported he attended the Trustee Tuesday event on March 8, 2022. The topic was "Budgeting and Planning for the new Normal" with Choi Halladay,

State Board for Community and Technical Colleges (SBCTC) Deputy Executive Director, Business Operations. Mark thought the presentation on budget and finance was timely and important to the work of the trustees at the community college level.

Mark added that the Trustee Tuesday discussion made him aware of two conditions of which he had no previous knowledge:

- 3.5% of the tuition income could be directed to student aid if the trustees deemed it to be appropriate, and
- Tuition can be waived if the trustees deemed it to be appropriate.

Dr. Mohrbacher added that trustees do have the authority to choose whether to offer certain waivers that the SBCTC has adopted and to choose how much of a waiver to apply.

Mark Scheibmeir requested more information on the 3.5% fund, specifically whether it is growing or shrinking. This funding could be a critical tool for addressing equity and access issues.

Dr. Mohrbacher stated that the college's waivers have remained the same for quite some time and should be reviewed. The topic of waivers can be a study session at a future board meeting.

Pretrina Mullins reported that she attended several events in February:

- Attended the February 28, 2022 discussion on "What you didn't know about Black History in Arts & Humanities"
- Attended the ACT Trustees of Color Affinity Group. Pretrina reported that there are many different perspectives presented and noted that Centralia College doesn't have the issues that the bigger colleges are facing.
- Attended the Trustee Tuesday event on March 8, 2022. Pretrina added that she may not have gotten a lot out of the topic but enjoyed having more of an active role as a trustee.

Doris Wood-Brumsickle reported she attended the Executive Foundation meeting on Wednesday, March 9, 2022. The Foundation is preparing to go to work on their Capital Campaign funding.

WA-ACT

Doris Wood-Brumsickle announced the Trustee Spring Conference is Thursday and Friday, May 19 and 20th, 2022 at the Silver Cloud Hotel Tacoma at Point Ruston Waterfront and hosted by Tacoma Community College.

The Education Committee is meeting to firm up the final two Trustee Tuesdays of the year. Trustee Tuesdays may continue into next year; it is certainly being discussed. Doris is meeting with the ACT planners on Tuesday, March 15; she will let them know how valuable the Trustee Tuesday sessions have been.

ACCT

No report provided.

CC Foundation

No report provided.

President's Report

Dr. Mohrbacher reported work continues with the ransomware experts; the STORE1 server may be able to be decrypted however, there is no guarantee the files will return in an organized manner. STORE1 held the most crucial amount of data and will require a significant amount of work to restore. Before the State Board will allow Centralia College to reconnect to the system, all of the college servers need to be decrypted and moved into new storage and all malware must be removed. Desktop computers need to be reinstated; some are too old to work well with the newer Microsoft programs. Another challenge is the college's internal listserv system; the college communication network has been disabled and the work-around for mass announcements is not yet widely known.

Dr. Mohrbacher reported the statewide mask mandate is ending. Centralia College has decided to continue its indoor masking policy through the end of winter quarter. All students and staff will be expected to continue wearing masks indoors on campus until the end of winter quarter finals. Starting spring quarter, masks will be recommended, but not required. N95 masks are available for faculty and staff from Jared Cunningham (x8454), campus safety and security manager. Social distancing of 3 feet in classrooms will be maintained.

Dr. Mohrbacher reported that there has been no information regarding vaccination requirements, exemptions, or accommodations. The college may receive more information at some point.

On Monday, February 28th, 2022, Robert Cox, Christine Fossett, and Dr. Mohrbacher went to Peninsula College in Port Angeles. The Centralia team met with representatives from Collegiate Housing International and students to find out what works well and what can be improved. The representatives from Collegiate Housing International will be on the Centralia campus March 17 to discuss possibilities.

Dr. Mohrbacher provided some brief legislative updates. The college system recently received a summary of the budget; it looks good for the college system. There were no major changes from the prior budgets; all of the items in the House and Senate budgets were funded. COLAs are funded at 3.25%. Money was awarded to these programs:

Cybersecurity enrollments – 7.2 million

Expanding services to homeless students – 2.9 million

Healthcare Simulation Lab Equipment – 8 million

Nursing Education – 3.76 million

Commercial Driver's License Training (CDL) – 2.5 million

SAALT

Marisol Vargas, Student Advocacy Activities Leadership Team (SAALT) President, reported the team is closing out winter quarter with a final "Relaxation Day" and prepping for spring quarter. The Welcome Back event will be the first week of spring quarter rather than one day.

The students have started working on the 2022-23 Student Budget.

Faculty

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, reported that the ransomware attack proved to be quite disruptive to faculty members. At the same time, the attack showed how innovative faculty members can be. Instructors incorporated different modalities and found uses for equipment that has long ago been retired to deliver their classes. Mark thanked the faculty for their special efforts during this frustrating period.

Classified

No additional items reported.

Instruction

Dr. Joyce Hammer, Vice President Instruction, reported the Centralia College Nursing Program earns accreditation from the National League of Nursing's Commission for Nursing Education Accreditation (CNEA). The program must pass a rigorous external quality review process that ensures students receive the most effective education needed to deliver quality patient care. It is a three-year review process by the CNEA. If Centralia College would like to offer a bachelor's program in nursing in the future, CNEA accreditation is critical.

Ellen Hinderlie, Director of Nursing, has tendered her registration. Circumstances are such that she is unable to continue with her position but Ellen may continue to work for the college as an adjunct in the future.

The Guided Pathways Steering Committee met with the Community College Research Center out of Columbia University. Centralia College was selected to take part in a summer institute for Guided Pathways. Centralia will have a team attend the two-week institute in July.

Dr. Hammer met with faculty last Friday and echoed the thought that ransomware is taxing. Spring break is looming; hopefully the break will help with rejuvenation.

Public Information Office

Amanda Haines, Director of Public Relations, reported obtaining new testimonials from Running Start and Worker Retraining students. Previous advertising material has been stored on STORE1 and is currently unavailable.

Rack cards are receiving an update, information and resources for outreach visits are being prepared, and the final touches are being added to the All-Washington Academic Team photos and biographies.

Dr. Mohrbacher added that Isaac Pope has been selected as a member of the 2022 All-USA Academic Team. Only 20 students nationwide were selected for this prestigious honor. All-USA Academic Team members were selected for their outstanding intellectual achievement, leadership, and community and campus engagement.

Human Resources

Dr. Erica Holmes, Vice President of Human Resources and Equity, thanked those who attended the Black History programs; both sessions have been recorded and will be available for review.

There are currently eight hiring committees active at this time.

Student Services

Dr. Robert Cox, Vice President Student Services, reported that Student Services staff are planning on “going big” for spring quarter. The student government has events planned every day to attract students to the building.

The Student Success Plan (SSP) forum was Thursday, March 3, 2022; the forum was completely online. The Instruction, Student Services, and Advancement areas assisted and participated in the forum.

Spring quarter registration numbers are down; this could be because students were having difficulty with registration due to the ransomware attack.

There was discussion regarding Pell eligibility and whether Centralia College students are eligible. Currently, that data has not been analyzed and may not be available but it appears that low-income students are more affected by the pandemic.

Administrative Services

Dr. Leslie Fountain Williams, Vice President Finances and Administration, had nothing additional to add to her written report.

Foundation

Christine Fossett, Associate Vice President of Advancement, commended Amanda Haines for her work on crafting accurate and optimistic messages on the progress the college has made with the ransomware. Christine also noted that Amanda has successfully transitioned the website to the cloud; updating links and correcting any misinformation efficiently and accurately.

The Foundation and the College signed a three-year lease for the Southwest Washington Flexible Training (SWFT) Center. When the Foundation leases out the SWFT Center, the revenue generated offsets the college’s lease payment to the Foundation. The more the SWFT Center is leased, the better.

PacMountain Workforce, Worksource, Thurston County Chamber of Commerce, and Anew have leased the SWFT Center for a Construction Boot Camp class. The class will be in May where students will be taught entry level construction skills.

Robert Cox, Bob Peters, and Christine Fossett have started work on the Seattle to Portland (STP) bicycle ride. Duties have already been delegated. There will be an I-5 Auto Give Away for a Ford Bronco on display on the campus during STP; there is still enough time to buy a raffle ticket. STP housing has been slow but steady with some gym and RV parking spots currently reserved.

The Distinguished Alumni committee met today. There will not be a Distinguished Alumni event this year but there will be five who will be celebrated in 2023.

The Foundation is getting ready to launch a Capital Campaign.

The Foundation scholarship software is down; applications submitted prior to the ransomware attack are null and void. Students will need to reapply; the entire process

has been simplified and will take approximately ten minutes to complete. The Foundation has abundant amounts of money to award this year – there is a plan to advertise this fact.

4. New Business

The trustees discussed board retreat dates for 2022. The date has historically followed the board meeting date of Thursday. It was determined the board retreat will be Thursday, July 14, 2022.

5. Old Business

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 next step will be the Office of Financial Management (OFM) approval. Once approved, OFM will release the design funds and the college can acquire the properties from the Foundation.

Field Design

Dr. Leslie Fountain Williams reported that she and Dr. Robert Cox met with student leaders to apprise them of the funding situation of the Multi-Purpose Sports Complex. Bids are anticipated to come in relatively high.

A recent email from the Department of Enterprise Systems (DES) has put a stop to the bid process. OFM decided there is too much legal liability with two contractors and this may be confusing. This could be the reason bids are coming in high.

The architect agreed to revise the documents to state there will be only one contractor. Leslie will be meeting with him tomorrow to discuss details. Bids can be submitted until March 29, 2022.

It may be beneficial to secure alternate locations for fall sports; it is unclear whether the college can meet a September 2022 deadline.

Leslie Fountain Williams stated that the college has met with a project manager every week and for an issue of this nature to surface at the 11th hour is unacceptable. There is no option but to salvage the project and work with the agencies that can make it happen. They will know that Centralia College is not satisfied with their service.

6. Policy Governance

Policy Updates

Dr. Mohrbacher reported the following policy was reviewed at the March 2, 2022 Institutional Effectiveness meeting. The language was updated to align with the language in the Telework Policy 2.521.

The policy below was approved:

- 2.520 - Flexible Hours

7. 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 fifty minutes. At 5:30 pm board members moved into executive session for the purpose of reviewing the performance of public employees. The board reconvened into open session at 6:10 pm.

8. Action from Executive Session

TENURE/CONTRACT RENEWAL MOTIONS.

It was moved and unanimously passed, that the Board of Trustees, after having considered the recommendation of the president and probationary review committee of Centralia College, award tenure to JOE BURR, effective with the 2022-23 academic year.

It was moved and passed, that the Board of Trustees, after having considered the recommendation of the president and probationary review committee of Centralia College, deny tenure to ADAM DUNN.

It was moved and unanimously passed, that the Board of Trustees, after having considered the recommendation of the president and probationary review committee of Centralia College, award tenure to DAN HAGEN, effective with the 2022-23 academic year.

It was moved and unanimously passed, that the Board of Trustees, after having considered the recommendation of the president and probationary review committee of Centralia College, award tenure to MARY MCCLAIN, effective with the 2022-23 academic year.

It was moved and unanimously passed, that the Board of Trustees, after having considered the recommendation of the president and probationary review committee of Centralia College, award tenure to ANDREA SEABERT, effective with the 2022-23 academic year.

It was moved and unanimously passed, that the Board of Trustees, after having considered the recommendation of the president and probationary review committee of Centralia College, award tenure to MATT YOUNG, effective with the 2022-23 academic year.

Court Stanley moved that The Board of Trustees direct the president to notify BRIAN LIPP that the Board authorizes continuation of the probationary review period for three quarters not including summer pursuant to RCW 28B.50.852.

Doris Wood-Brumsickle moved that The Board of Trustees direct the president to notify LILLIAM RODRIGUEZ that the Board authorizes continuation of the probationary review period for three quarters not including summer pursuant to RCW 28B.50.852.

Doris Wood-Brumsickle moved that The Board of Trustees direct the president to notify TERESA ADAMS the Board authorizes continuation of the probationary review period.

Petrina Mullins moved that The Board of Trustees direct the president to notify BOBBY BURGER that the Board authorizes continuation of the probationary review period.

Mark Scheibmeir moved that The Board of Trustees direct the president to notify CHUCK HEGSTED that the Board authorizes continuation of the probationary review period.

Court Stanley moved that The Board of Trustees direct the president to notify TORIN SHRIVER that the Board authorizes continuation of the probationary review period.

Doris Wood-Brumsickle moved that The Board of Trustees direct the president to notify JEANENE BAUSKA that the Board authorizes continuation of the probationary review period.

Pretrina Mullins moved that The Board of Trustees direct the president to notify LISELOTTE THOMPSON that the Board authorizes continuation of the probationary review period.

Court Stanley moved that The Board of Trustees direct the president to notify MEREDITH TUMMETI that the Board authorizes continuation of the probationary review period.

ALL MOTIONS PASSED.

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 twenty minutes. At 6:22 pm board members moved into executive session for consultation with legal counsel regarding agency enforcement actions or actual or potential agency litigation. The board reconvened into open session at 6:41 pm.

10. Comments

Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, April 14, 2022 via WebEx and CC East, Morton, WA.

Adjournment

The meeting adjourned at 6:43 p.m.

APPROVED:

Doris Wood-Brumsickle, Board Chair

Dr. Bob Mohrbacher, Board Secretary