

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

Boardrooms

Centralia College

Centralia, Washington

Study Session/Regular Meeting

December 8, 2022

3:00 P.M.

MINUTES

• **Study Session**

SBCTC Budget Allocation Formula Review

Dr. Mohrbacher gave a PowerPoint presentation on the SBCTC Budget Allocation Formula Review.

Dr. Mohrbacher provided a history of the allocation formula and noted that prior to 2016 there was no formula. Funds were allocated to colleges based on historical methods, rollover, and adjustments for Legislative action. Each college received a different reimbursement per Full Time Equivalent (FTE) but there was no record to explain the different rates of reimbursement.

Dr. Mohrbacher provided key features of the current allocation model.

- Enrollment targets adjusted annually based on a rolling, three-year average.
- Includes performance funding, the Student Achievement Initiative.
- A minimum operation allocation to each college.
- Priority enrollment incentive (weighted FTE) for:
 - Basic Education for Adults
 - Upper division – applied baccalaureate courses
 - STEM courses
 - Skills gap courses

Dr. Mohrbacher also explained the Minimum Operating Allocation (MOA), Performance Funding – Student Achievement Initiative (SAI), the District Enrollment Allocation Base (DEAB), and the Stop-Loss/Stop-Gain Calculation.

A list of student funding examples was included in the PowerPoint:

- Base FTE rate
- In-State tuition
- Course & Activity Fees
- Workforce FTE rate
- Weighted FTE (1.3 per FTE)
- Running Start (93% of Basic Education Allocation)
- Basic Education funding
- Budget Provisos
- Earmarks of the State Board

Dr. Mohrbacher summed the presentation with a review of the allocation model. The goal of the Budget Allocation review is to educate current presidents, VPs, and Trustees on the current model.

Questions to be asked during the review process:

- Is the model right-sizing enrollment funding?
- Is the model providing enough stability?
- Is the model putting up any barriers to equity?
- Should colleges continue to count a certain percentage of international students?

Dr. Mohrbacher thanked the State Board for Community and Technical Colleges (SBCTC) staff, particularly Cherie Berthon, for many of the slides and all of the data used in his presentation.

1. Call to Order

Board Chair Court Stanley called the meeting to order at 4:00 p.m.

2. Roll Call

Board members present:

Court Stanley
Pretrina Mullins
Mark Scheibmeir
Annalee Tobey
Doris Wood-Brumsickle

3. Introductions/Presentations:

There were no introductions or presentations.

Open Forum

No one requested to speak in open forum.

4. CONSENT AGENDA

Adoption of Minutes:

It was MOVED BY Mark Scheibmeir THAT THE BOARD APPROVE THE REGULAR MINUTES OF NOVEMBER 10, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY Doris Wood-Brumsickle THAT THE BOARD APPROVE THE SPECIAL MINUTES OF NOVEMBER 30, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Policy Governance

Policy Updates

Dr. Mohrbacher reported three policies were approved: 1.210 Parking, 1.380 Motor Pool, and 4.113 Hazing Prevention.

Three additional policies - 1.125 Facility Usage, 1.300 Notification of Registered Sex Offenders, and 1.XXX Meals with Meetings were placed under review at the December 6, 2022 Institutional Effectiveness meeting.

5. Trustee Reports

Annalee Tobey reported she attended the Foundation's Charlie Albright concert on November 18, 2022 and was quite impressed with the performance. The event was enjoyable and she was glad she attended.

Annalee is enjoying serving as a member of the Strategic Planning Steering Committee (SPSC). Annalee attended the meeting last Friday; there is quite a bit of information that has been collected from both the campus and the community. The SPSC will be delving into the information during winter quarter and Annalee expressed enthusiasm at the prospect. She is looking forward to the winter quarter meetings as the team works on developing the Strategic Plan.

Annalee attended the Chehalis Foundation Gala on November 19, 2022. It was a good evening for the Chehalis School District as the event is estimated to have raised approximately \$200,000.

Annalee commended the Centralia College Diesel Club for their outstanding entry in the Chehalis Santa Parade on Saturday, December 3rd. The truck was complete with Blazer Bill waving to the crowd.

Mark Scheibmeir reported that he attended Charlie Albright's concert. Due to a heavy work schedule, Mark was unable to attend college performances this past month and apologized for missing the events.

Petrina Mullins reported she attended the Trustees of Color Affinity Webinar last Friday. Discussion at the webinar focused on the trustees' recent trip to New York in November.

Doris Wood-Brumsickle attended the Foundation's concert presentation of Charlie Albright and echoed the same sentiments about the event.

Court Stanley reported he has been unable to attend any college activities or events this past month.

WA-ACT

Doris Wood-Brumsickle reported the last Trustee Tuesday of 2022 is on December 13th. This free informative session is from 8:00 to 9:00 a.m. and the topic is "Preparing for the 2023 Legislative Session: How Trustees Can Influence Effective Advocacy." New trustees are especially encouraged to join as part of their onboarding process.

Plans are underway for the January conference which will be in Olympia. The Transforming Lives dinner is the first night of the conference.

Dr. Mohrbacher asked if Annalee Tobey is planning to attend the New Trustee Orientation. The New Trustee Orientation training will occur in Olympia and the program will begin at 9:00 a.m. The orientation ends by 3:00 pm so that everyone can socialize

and prepare for the annual student recognition, the Transforming Lives Dinner, that starts at 5:30 Monday, January 23, 2023.

ACCT

Dr. Mohrbacher asked whether any trustee is interested in attending the National Legislative Summit 2023 in Washington, D.C. on February 5 – 8th. Some of our local colleagues may be going; perhaps Chris Bailey from Lower Columbia College will be attending.

Mark Scheibmeir stated that the event is a good opportunity to speak with Marie Gluesenkamp-Perez. There are four community colleges in her district and this may be an opportune moment to impress upon her what the colleges need. Early registration ends December 14, 2022. Court Stanley may attend; he will let Dr. Mohrbacher know if he wants to attend and will touch base with the President's Office later next week.

CC Foundation

Doris Wood-Brumsickle reported there is an Executive Meeting next Wednesday, December 14, 2022.

6. President's Report

Dr. Mohrbacher reported he attended the Greenhill Graduation event but will leave the complete reporting of this event to Dr. Hammer.

The Washington Association of Community and Technical Colleges (WACTC) group met last week; there were several updates.

The presidents heard details about the roll out for Multifactor Authentication (MFA) for ctcLink. This will add an additional security check when employees and students log on to the platform. Colleges will deploy MFA as soon as they are ready locally. The feature is available in ctcLink now, but each college needs to determine when to implement it. Casey Schmidt, Chief Technology Officer, is working on that aspect now; to determine how MFA will work in the system and how the college is going to do it.

The Technology Committee continues to monitor ctcLink optimization processes. The current focus is on Financial Aid and Payroll. For Financial Aid, the steering committee has identified 19 items in ctcLink that need to be modified in order to facilitate monitoring of Satisfactory Academic Progress (SAP). In addition, they are working on the changes needed to allow for batch processing of financial aid awarding (as opposed to individual processing). For Payroll, there are currently 60 steps in ctcLink to run each payroll cycle. They are working on a plan to standardize run controls and get the number of steps down to about 30.

The Capital Budget Committee reported that there may be a freeze on emergency and Hazmat funding requests due to cash flow constraints on the Minor Works budget. There may be a temporary freeze on adding projects to the Capital Projects list; the current list would take 6 biennia to complete at current funding levels. Adding more projects to an already extensive list may not be a good idea at this time.

The Legislative Committee is planning for the upcoming Legislative session. It will be a long session: January 9 to April 23. They are asking each college to schedule at least two visits with Legislators during the upcoming session.

The Business Affairs Commission is developing a policy and process template for colleges to deploy in order to make wider use of e-signatures. There is currently limited use of e-signatures in some of the purchasing processes; this would allow the colleges to expand that tool to other areas.

Dr. Mohrbacher participated in another meeting with the North Lewis County Industrial Access Steering Committee. The Department of Transportation (DOT) is planning to install an additional freeway on/off ramp somewhere between Ground Mound and Centralia Exit 81. Four to five options are being considered and several things are being taken into account. There are several local stakeholders participating on this committee; the goal is to reduce large truck traffic on Harrison Avenue and Johnson Road.

7. SAALT

Kollin Jurek, Student Advocacy Activities Leadership Team (SAALT) President, provided an update on the past month's activities and events.

November 8, 2022 the students hosted a First-Generation luncheon for students who identified as first-gen. There were approximately 100 students and staff who participated in the luncheon.

As of November 28, 2022, there were 25 visits to the Food Pantry. 3,687 items were donated as well as \$560 in funds. The Food Pantry received a \$3,000 grant from Puget Sound Energy. The funds will be used to purchase a refrigerator or freezer.

Brent Shepherd has been hired as the new navigator/eSports coordinator.

Two new SAALT members were hired; they will begin work at the end of winter break:

- Taylor Shelton – Coordinator for Student Engagement
- Lucas Hueffed – Coordinator for Civic Engagement

The Cornhole Tournament on December 2 – 3, 2022 raised \$1,300 and secured a \$1,000 scholarship.

8. Faculty

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, reported there was a good turnout for the November Faculty Senate meeting.

Contract negotiations begin in January and the negotiators will be using Interest Based Bargaining (IBB). Negotiations will begin January 6, 2023 and the team will be meeting two days a week.

9. Classified

No additional items reported.

10. Instruction

Dr. Joyce Hammer, Vice President Instruction, provided a Centralia College Class of 2023 graduation program from the recent Green Hill graduation ceremony for the trustees to review. Dr. Hammer commended Joseph Burr, Assistant Professor of Transitional

Education, for his organization and professional handling of the event. This was the first graduation that Centralia College has offered at this location. There were nine graduates and their graduation was well attended by family and friends. The Department of Children, Youth, and Families was also in attendance.

Green Hill is interested in offering bachelor's degrees in the future; the two degrees that have generated interest are the Behavioral Health Care and the Applied Management degrees.

Michelle Harris, Associate Professor of Geology, and Rachel Bryant-Anderson, Associate Professor of Sociology, will be representing Centralia College in the state work around a climate justice curriculum. This is a big initiative for Washington State and it is good the college will be represented.

Doris Wood-Brumsickle commended the area reports in the Board Connect; she enjoys reading it on a monthly basis.

Dr. Mohrbacher added that the first tenure discussion will be in January 2023 rather than December. Some of the committees will be wrapping up their meetings tomorrow.

11. Public Information Office

Amanda Haines, Director of Public Relations, reported her office is busy with holiday promotions.

Work has already started on the spring quarter Preview; the last day for the class schedules to be submitted is January 13, 2023.

The office will be launching bachelor degree promotions in February.

Dr. Mohrbacher added that Chris Bailey, Lower Columbia College president, has noticed the Centralia College presence on social media and commended Amanda on her work. The content of the posts has been quite good.

12. Human Resources & Equity

Joy Anglesey, Vice President of Human Resources and Equity, reported that in December, the Hanson Administration building challenged the other offices to a door decorating contest. The competition is good hearted, creativity is robust, and the activity is generating a positive atmosphere.

The HR Office sends out wellness emails to remind employees that the holidays may increase stress levels. The emails provide some suggestions on how to deal with stress, burnout, and feelings of being overwhelmed.

The HR Office is working on a new onboarding process with Katy Smith, IT Business Analyst. Katy is spearheading the project on the IT side of the house; it is hopeful that the new process will be rolling out in January.

HR continues to work on implementing *Get Inclusive*. This platform provides a complete package of training courses that meet and exceed state and federal compliance requirements. Centralia is not the only college experiencing difficulties with their implementation of the platform but it is hopeful that *Get Inclusive* will be operational in January.

There will be upcoming trainings on a variety of topics: timesheet training, supervisor training, and IT training was yesterday. There was also training on Interest Based Bargaining.

Joy reported that she is overseeing new areas. She is getting to know the Purchasing Department, Facilities, Operations and Maintenance, and Linda Nordmann, the Executive Assistant to the Vice President of Finance & Administration.

Classified Staff Appreciation Day is scheduled for Tuesday, December 13, 2022.

13. Student Services

Dr. Robert Cox, Vice President Student Services, explained the Student Success Course at Centralia College has been optional for a long time. Many colleges are moving towards making the course mandatory in an effort to increase retention and course completion of students. As Centralia College considers this decision, the Student Government representatives have asked good questions and provided thoughtful responses as they provide feedback.

The students are also providing feedback on proposed schedule changes as well as modes of classroom delivery. Students have been responding well to recent survey questions; two recent surveys have generated 227 and 269 responses.

Basketball season kicked off with a great home game against Peninsula College. Peninsula College was undefeated with 7-0; Centralia College hadn't won a game and were 0-7. Centralia College won by two points from the free throw line. It was an exciting game and Dr. Cox encouraged everyone to attend a game and support the college athletes.

Dr. Cox extends his appreciation to the Community First Auto Center. The company is a big supporter of the college athletes and has donated money to support the Cornhole competition.

The college should be receiving news soon regarding the application submitted for the Regional Challenge Grant. Dr. Cox met with the Washington Achievement Council on Friday, December 2, 2022 and the meeting went well. The grant would expand partnerships with the other area high schools and would be similar to the partnership the college currently has with the Chehalis School District. This grant would fund six additional employees; three of the employees would work in the college and three would work in the local area high schools.

14. Administrative Services

Dr. Mohrbacher commended the directors who work under the Vice President of Finance and Administration (VPFA) umbrella; the directors have demonstrated their competence and organizational skills and have kept the work going. The VPFA team continues with their weekly meetings, they are working together to help each other, and continue with the work responsibilities within their areas.

A recent fire across the road from the gymnasium provides an excellent example of working well and communicating with each other. Merchant Patrol contacted Jared Cunningham, Safety & Security Manager, and he communicated with administration on the incident. Jared arrived at the college, spoke with police, the gymnasium was reopened, and the interruption was less than 20 minutes.

15. Foundation

Christine Fossett, Associate Vice President of Advancement, reported the Thurston County Economic Development Council hosted the Business Expo at the Great Wolf Lodge last week. Christine attended the event along with Dr. Joyce Hammer and Betsy Lazo. Monica Brummer gave a presentation at the event. The mobile classroom was there which generated quite a bit of conversation regarding what the college offers. Green Diamond has pledged \$20,000 in support of the college's mobile classroom.

The information regarding the awarding of Bridge Scholarships went out to students yesterday. The Foundation was able to award all of the available money; some students were not able to be awarded.

The Washington Association of Foundation Leaders (WAFL) will be on campus on Feb. 23 -24, 2023. The trustees will be invited to join the group; there will be Foundation representatives from across the state.

Christine is working with Lynn Schinnell, Program Coordinator, and Kerry Urquizo, Dean of Transitional Studies and CC East, to host WinterFest at Centralia College East. The event date has been moved to Thursday, March 2, 2023.

Recommendations have been made to the Foundation's Scholarship Policy; those recommendations will be going to the Foundation's Executive Board meeting next week.

16. New Business

No new business.

17. Old Business

Strategic Planning

Fia Eliasson-Creek, Executive Director of Institutional Research, provided an update to Strategic Planning process.

Fia provided a handout of Listening Session participants as well as a draft Strategic Planning Timeline for winter quarter 2023.

There have been hours of listening sessions and meetings with campus and community members on Strategic Planning. Over two hundred faculty and staff and over 100 community members have participated. The process has been fun, interesting, and a rewarding journey learning how everyone is connected and how favorably the college is viewed. It has also been interesting to hear from the internal participants regarding some of the struggles and issues facing the college.

The goal of the Strategic Planning Steering Committee (SPSC) is to pull all of this information together over the winter break and begin ordering strategic priorities. In winter quarter, staff will be invited to participate on sub-teams to draft strategic goals and objectives for each strategic priority.

Winter quarter is where the work begins; the SPSC will resume meeting to review all of the information gathered and to draft strategic goals and objectives for each strategic priority. The committee will need to determine what is important and what to focus on; to prioritize and draft a plan.

On March 8, 2023 there will be a campus forum and on March 10, 2023 there will be an online forum to discuss the draft Strategic Plan. The SPSC will finalize the

document and send it to the Institutional Effectiveness (IE) Committee for review. After IE approval, the document will go to the Board of Trustees for approval and adoption.

This past Tuesday, Fia, Carrie Powell, and Regina King participated with the KELA radio show to provide information to the community on the strategic planning process. Fia thanked Carrie Powell's contribution to this project and commended Regina King for working as the community liaison during this process.

Teacher Education and Family Development Center

Dr. Mohrbacher reported that earlier today, the State Board for Community and Technical Colleges (SBCTC) approved the purchase of 415 King Street from the Foundation. This is the last piece of property that the college needed for this project.

Dr. Mohrbacher reported that construction meetings are continuing and he has started to attend them. Schematic drawings are almost to the point of being finalized. Several employees in the Early Childhood Education and Assistance Program, the Teacher Education program, and the Facilities department have all provided feedback on the project.

Connie Smejkal, Dean of Instruction, added that she likes the design of the building; it is in the shape of a U and the playground area is within the U. The building also provides centralization of all the Early Learning employees and programs rather than scattered in different houses across several different areas.

There have been some growing pains working with the McGranahan Architectural firm but they are listening to the college requests and requirements better. They are currently working on 3D renderings.

Field Design

Dr. Mohrbacher provided an update to the field project budget.

There is a budget overrun with the project but not to the extent of what was previously thought. The taxes and the contractor contingency were omitted from the budget and that amount is approximately \$700,000. Dr. Mohrbacher apologized as to why it took so long to determine this. It is unclear whether these two items were ever factored into the budget or if at some time during the process they were omitted. Regardless, the two items are back in the budget.

The contractors requested a 30-day extension. Because of the recent rain, they have been unable to pour the concrete. The contractor is expecting about 10 days to 2 weeks to be able to finish with the concrete pour.

Substantial completion was supposed to be December 6, 2022 and the extension now makes it January 6, 2023. The sidewalks, flatwork, and curbing are not done; the perimeter fencing will not be taken down until the project is done.

Mark Scheibmeir noted that the perimeter of the field is scruffy and relatively disappointing compared to how everything else looks. Dr. Mohrbacher stated that the perimeter is not finished; there is more work to be done.

18. 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 5:25 pm board members moved into executive session for the purpose of reviewing the performance of a public employee and consulting with legal counsel regarding potential agency litigation. The executive session is expected to last approximately twenty minutes. The board reconvened into open session at 5:50 pm.

19. Action from Executive Session

There was no action from Executive Session.

20. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be on Thursday, January 12, 2023 via WebEx and in the Hanson boardrooms.

Adjournment

The meeting adjourned at 5:54 p.m.

APPROVED:

Court Stanley, Board Chair

Dr. Bob Mohrbacher, Board Secretary