

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

Boardrooms

Centralia College

Centralia, Washington

Study Session/Regular Meeting

January 12, 2022

3:00 P.M.

MINUTES

• **Study Session**

Atlona Project

Casey Schmidt, Chief Technology Officer, gave a presentation on classroom technology. The project name is the 2023 Classroom A/V Upgrade Project (Integrated Classrooms) with a projected end date of October 2023. Casey provided a PowerPoint presentation of the process that was used to select Atlona, the flexibility of the system, and how IT will be moving forward with the purchase, integration, and training of employees for the product.

Casey stated that with the continued advancements in digital technologies, wireless presentation, and mobile computing devices (laptops, tablets, etc.), the audiovisual systems in classrooms need to be updated to accommodate today's digital platforms and future-proof the system for the next ten plus years by adopting IP based endpoint technology in classrooms. Existing smart Classrooms have twenty plus year old technology that is becoming irrelevant and increasingly difficult to support. Classroom learning environment needs have evolved, becoming more personalized and collaborative. More than ever, faculty, students, and guests need simple and effective ways to connect, share, and collaborate.

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:

Dr. Mohrbacher introduced Jennifer Massey, Transforming Lives nominee. Jennifer thanked the trustees for the nomination and provided a brief description of how

attending Centralia College has helped her on her educational journey. Jennifer credited Centralia College for supplying the help and assistance she needed. Jennifer thanked the trustees for the nomination and stated it was an honor to be chosen as the Transforming Lives nominee.

Doris Wood-Brumsickle added that Jennifer is a student who is very worthy of being nominated for this award and is pleased that the trustees nominated Jennifer.

Open Forum

No one requested to speak in open forum.

4. CONSENT AGENDA

Adoption of Minutes:

It was MOVED BY Pretrina Mullins THAT THE BOARD APPROVE THE REGULAR MINUTES OF DECEMBER 8, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Policy Governance

Policy Updates

Dr. Mohrbacher reported four policies were approved: 1.099 Timely Warning Notifications, 1.102 Emergency Notifications, 1.133 Access to Campus Facilities, and 1.134 Fire Safety Education for Student Residential Housing.

Two additional policies – 3.030 Breakage or Loss of Equipment and 3.240 Receipt of Money were deleted at the January 4, 2023 Institutional Effectiveness meeting.

5. Trustee Reports

Annalee Tobey reported she is looking forward to attending a class at the end of January with Lori Speer, Assistant Professor in Nursing Assistant Certification. Annalee hopes to be able to do that more often; she would like to attend other various classrooms and would welcome the opportunity to do so.

The Strategic Planning Steering Committee kicks off the winter quarter with their first meeting of the quarter tomorrow. Annalee enjoys being a member of the committee and is looking forward to the meeting.

Mark Scheibmeir reported that he attended the December Centralia Tractor Parade and gave kudos to the college's contribution; the entry was very well done and showed off the college well.

Petrina Mullins reported she attended the Trustees of Color Affinity Webinar last Friday, January 6, 2023. Pretrina added that she will be attending the WA-ACT 2023 Winter Conference on January 23 and 24, 2023.

Court Stanley reported he also attended the Centralia Tractor Parade and echoed the previous sentiment. Court will also be attending the WA-ACT 2023 Winter Conference on January 23 and 24, 2023.

Doris Wood-Brumsickle will be attending the WA-ACT 2023 Winter Conference on January 23 and 24, 2023.

WA-ACT

Doris Wood-Brumsickle reported that the Trustee Tuesdays will continue into the new year. These free informative sessions are from 8:00 to 9:00 a.m. The current session is dedicated to speaking with legislators.

The WA-ACT 2023 Winter Conference is in Olympia, January 23 and 24, 2023. The Transforming Lives dinner is the first night of the conference.

ACCT

No report at this time.

CC Foundation

Doris Wood-Brumsickle attended the Foundation Executive Meeting, Wednesday, January 11, 2022.

With the athletic field nearing completion, the Foundation is reviewing what they will need to be involved in to help complete the field.

Next week is the full board meeting for the Foundation.

6. President's Report

Dr. Mohrbacher reported testifying in the House Appropriations Committee on the governor's budget proposal on Wednesday, January 11, 2023. There was a panel of three so three minutes of testimony were allowed. The panel spoke to the need to fund Cost of Living Adjustments (COLAs) at 100% rather than the proposed funding amount of 83%, supporting high-cost workforce programs, and other issues. The effort was worth it; those issues need to be restated. Other college presidents from our system made the same appeal at the Senate Ways & Means Committee hearing the day before; every opportunity is being taken to reiterate on the current issues.

Congresswoman Gluesenkamp Perez will be on campus January 20, 2023. The details of the visit are being discussed with her office. There will be some conversation prior to a walking tour of the campus. Sarah Kohout, District Director for Marie Gluesenkamp Perez, reached out the college to make this arrangement.

Enrollment is looking good for winter quarter. More of the colleges are up for winter quarter than they were in the fall. Several colleges remained flat with last year. Running Start enrollments were mixed for colleges; some were up and some down.

Dr. Mohrbacher stated that in one of the upcoming board meetings, there will be a discussion on the Running Start budget. Revenues continue to increase but expenditures are increasing faster. Tariq Qureshi, Budget, Grants, and Contracts Director, has discussed the Running Start budget with the Budget, Review, and Planning Committee (BRP) and Executive Management Team (EMT) so far.

At the February board meeting, Joe Burr, Assistant Professor, Transitional Education, will be giving a presentation on Greenhill and the work that is ongoing at that institution. Joe is hopeful that he will be able to bring two recent graduates with him to the presentation.

Janet Reaume, Executive Assistant to the President, provided the trustees with an Authorization for Electronic Funds Transfer of Wages form for the trustees. As of July 1, 2023, it will be mandatory for all employees to be enrolled in automatic deposit. This is an efficiency the Business Office is currently working on.

Bachelor of Applied Science (BAS) and incarcerated students' enrollments are still down. The corrections enrollment continues to be a problem because there isn't access to the students.

Working with the Department of Corrections (DOC) fluctuates over time; the SBCTC has the contract with the DOC and the college acts as the sub-contractor. Things change depending on who is sitting in what seat.

7. SAALT

Kollin Jurek, Student Advocacy Activities Leadership Team (SAALT) President, provided a brief update to the start of winter quarter.

For the past eight days, there have been 26 visits to the Food Pantry.

The two new SAALT members began work at the start of winter quarter:

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

8. Faculty

No items reported.

9. Classified

No additional items reported.

10. Instruction

Dr. Joyce Hammer, Vice President Instruction, received an email from Patrick Pringle, Centralia College Emeritus, providing information regarding recent presentations he has been doing. He would like to come and give a presentation to the board.

The Commercial Driver's License (CDL) program received a grant from the State Board for Community and Technical Colleges (SBCTC) which is being used to expand the program. The college has entered into a partnership with the City of Chehalis and the Chehalis Airport which allows college trucks to be parked on the property currently designated as emergency flood parking for the airport. The college is looking for long-term agreement; lease details will need to be determined. The college may have to do some improvements to the property such as additional gravel, lights, and another entry. The CDL program is very popular.

Faculty negotiations started in January using Interest Based Bargaining and will continue through May 2023.

Toby Avalos, Assistant Professor, Social & Cultural Anthropology, is a finalist for a Fulbright Scholarship. Dr. Avalos has been advanced to phase II of the review processes

for a Fulbright Scholar Research Award where it is being reviewed by the Taiwanese government for approval.

Tim Wright, Dean of Arts and Sciences, provided an update about the beaver in the Kiser Natural Outdoor Learning Lab (KNOLL). The college is working towards a solution in collaboration with the city and state. The city is a bit concerned; there is a meeting with the city scheduled for January 23rd. The city would like to know what the college's management plan is. The college is also working with Fish & Wildlife to obtain a permit to be able to work with the beaver(s) in his environment.

11. Public Information Office

Amanda Haines, Director of Public Relations, reported the Spring Preview deadlines are this week. All the stories and classes are due tomorrow and then design work will begin; the Preview will be in mailboxes February 16, 2023.

Running Start orientations will be starting soon so work promoting the orientations has started to ensure students and parents are aware that the timeline is near.

Drew Burghardt, Videographer, is working on some of the Areas of Study videos for all the Areas of Study webpages.

The office is working with Financial Aid to do some heavy marketing of the Free Application for Federal Student Aid (FAFSA), the Washington College Grant, and other financial aid opportunities.

12. Human Resources & Equity

Joy Anglesey, Vice President of Human Resources and Equity, reported she is dealing with the new overtime exempt thresholds that went into effect as of January 1st, 2023. Joy has provided time sheet trainings for employees who must now fill out this paperwork; approximately nineteen employees are affected. Most exempt employees who earn less than \$65,484 annually are now overtime eligible.

HR is beta testing a new onboarding and offboarding system that went live on January 10, 2023. There was good collaboration between IT and HR to get this implemented. This should simplify and streamline the onboarding process.

Joy reported she has been working on the Family and Medical Leave Act (FMLA) to streamline processes; the HR Office is starting to get requests. HR is doing what it needs to do in order to be compliant with the law.

The January wellness email will be focusing on what wellness is and new beginnings. Every month will focus on different aspects of wellness, how it can be increased, and what that entails.

13. Student Services

Dr. Robert Cox, Vice President Student Services, explained that the college was not a recipient of Regional Challenge Grant. The Chehalis School District did get their grant request so they will support parental outreach in their K12 system.

The college recently dropped students for non-payment for the first time in many years. The process did not go as smoothly as hoped but there were lessons learned.

Dr. Cox recognized some key employees in this endeavor: Carrie Powell, Michelle Wheeler, Frances Mayfield, Tracy Dahl, Debbie Walker, Nikki Sprague and many others whittled the list from 400 students down to approximately 30; 15 were added back after they set up a payment plan.

Centralia High School (CHS) has launched an effort to increase the number of their students who submit scholarship applications. Their percentage has historically been fairly low. CHS counselors and outreach personnel, along with the college financial aid staff, will be providing a series of lunches to work with CHS students during lunch to assist students with submitting their scholarship applications. The food will be provided by the Dollars for Scholars group.

Collegiate Housing International (CHI) has begun the process of building the student housing. The housing contract and the application for student housing will need to be developed next. The web page has been created but has not yet been launched to the public. Within the next few weeks, the housing web page will go live and students will be able to apply to live in housing next fall.

14. Administrative Services

No items reported.

15. Foundation

Christine Fossett, Associate Vice President of Advancement, reported that the Foundation has an incredible number of projects they are currently working on.

A Morton resident has made the Foundation the beneficiary of his estate. He has met with his attorney, the documents have been drawn, and the Foundation should receive them within the next few weeks. The entire estate will go to the Foundation; however, an individual needs to be named rather than a group or institution. Christine Fossett has been named the executrix of the estate. In the event that Christine no longer works for the Foundation, she reported she would be happy to do that in her retirement. The proceeds of the estate, when liquidated, will benefit CC East and its students.

Barbara Extine, former employee of the college, has left a portion of her estate to the Foundation. That check should be coming within the next couple of weeks and it will all be held in reserve for scholarships.

The Foundation Board has agreed to partially fund the endeavor to help incarcerated students with a PTK membership. Joe Burr, Lyz Grant, and others initially expressed an interest in generating a fund to help students with honor cords, caps, gowns, and other supplies needed for their graduations.

Foundation Night at the Theater this year is Saturday, May 13, 2023. The Foundation invites donors, prospects, and people they wish to thank.

The Distinguished Alumni event is changing this year; it will be a dinner the night before graduation.

16. New Business

Security State Bank Account

Nikki Sprague, Director of Fiscal and Business Services, reported that Security State Bank has a college account where no current college employee is listed who has authorized signature authority. Security State Bank requested this topic be discussed at a board meeting to notify the trustees of the situation and to appoint signature authority to a current employee. The account can then be closed and moved to the college's current banking institution.

It was MOVED BY Doris Wood-Brumsickle THAT WHEREAS THE COLLEGE HAS AN ACCOUNT WITH SECURITY STATE BANK FOR WHICH NO CURRENT EMPLOYEE OF CENTRALIA COLLEGE IS LISTED AS AN AUTHORIZED SIGNER, MOVE THAT THE BOARD OF TRUSTEES AUTHORIZE DR. BOB MOHRBACHER TO BE LISTED AS A SIGNER ON THE SECURITY STATE BANK ACCOUNT. THE MOTION CARRIED UNANIMOUSLY.

Bachelor of Science degree

Dr. Joyce Hammer, Vice President Instruction, reported that the college submitted a Bachelor of Science proposal to the State Board for Community and Technical Colleges (SBCTC). Seven colleges are involved in the proposal: Skagit, Edmonds, Cascadia, Lake Washington, Centralia, Green River, and Renton. A group of faculty members from each campus developed the curriculum, the program proposal, and will continue to work together. Presently, the plan is to have the degree as a freshman entry program as well as a two-plus-two program. Centralia College currently does not have the faculty for the 300 or 400 level classes but instead will share courses with other colleges in the consortium. Centralia College classrooms are being upgraded with state-of-the-art infrastructure to enable students to remotely attend classes offered at one of the other consortium colleges. The SBCTC is developing the logistics of integrating enrollment for the shared classes.

The bachelor of science degree is new and the college will need approval from the Northwest Commission on Colleges and Universities (NWCCU). A substantive change will need to be submitted to demonstrate that the college has sufficient resources to support a quality program and serve students appropriately.

The curriculum was developed as a consortium; everything has been done collectively. There will be some face-to-face classes, as well as online and hybrid options. The degree focuses on theory similar to other academic transfer disciplines as opposed to application and will be administered under Arts and Sciences.

It was MOVED BY Mark Scheibmeir THAT CENTRALIA COLLEGE ADD THE BACHELOR OF SCIENCE IN COMPUTER SCIENCE DEGREE TO THE COLLEGE PROGRAM INVENTORY. THE MOTION CARRIED UNANIMOUSLY.

17. Old Business

Strategic Planning

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

Fia reported that the work begins on summarizing all of the data from the many listening sessions. Total numbers are 137 external stakeholders and 215 internal stakeholders contributed to the listening sessions.

The first meeting of the Strategic Planning Steering Committee (SPSC) for winter quarter is tomorrow, January 13, 2023. The discussion will be focused on creative problem solving, determining emerging main themes, prioritizing the themes, and where to go from here.

Teacher Education and Family Development Center

Dr. Mohrbacher reported that the project is currently in schematic design. The next step will be value engineering. The college will then need to identify the funding sources for the project.

All the design work will be finished on time but no work will continue on this project for approximately two years. Centralia College is currently ranked at number 22 on the Capital Campaign funding list and the chance that an increase to the capital budget is slim. In the near future, the trustees will be presented with a look at the schematic designs; it is a nice building in the shape of a U and the playground area is within the courtyard area. The building has nice classrooms and will also house Facilities, Operations and Maintenance (FOM) in a separate wing.

Doris Wood-Brumsickle clarified that the college received the funding for land acquisition, design, and pre-design but the college will not be moved up the Capital Campaign funding list.

Dr. Mohrbacher affirmed that the schedule will remain as originally thought; a subsequent legislature will fund the project. There was lengthy discussion regarding the criteria for Capital Projects and how they are scored.

Field Design

Dr. Mohrbacher provided an update to the field project budget. There was a walk-about on the athletic field today. A punch list was developed for the project and an additional change order was added this morning. The city requested paving rather than gravel at the corner of Rock and Centralia College Boulevard to ensure proper water drainage.

The field is on the precipice of substantial completion; the project should be done by Monday or Tuesday of next week. The contractor has thirty days after receiving the punch list to complete the items on the list. Anything beyond the thirty days is the contractor's responsibility.

A 480-volt switch is needed for the field scoreboard which should arrive the third week of February. The first practice on the new field will be Tuesday, January 17, 2023.

A soft opening of the field for the campus may be in the planning stages for the near future. A grand opening will be planned when the weather is better. There will be an event on Saturday, May 6, 2023 in conjunction with a baseball game.

The expenses on the field are up to almost \$800,000.

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 5:15 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 sixty minutes. The board reconvened into open session at 6:30 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, February 9, 2023 via WebEx and in the Hanson boardrooms.

21. Comments

There was discussion regarding the March meeting. The March meeting is scheduled for the tenure vote and two of the trustees would be unable to make the March 9, 2023 board date due to scheduling conflicts.

It was MOVED BY Pretrina Mullins THAT CENTRALIA COLLEGE TRUSTEES MOVE THE MARCH 9, 2023 BOARD MEETING TO WEDNESDAY, MARCH 1, 2023. THE MOTION CARRIED UNANIMOUSLY.

Adjournment

The meeting adjourned at 6:45 p.m.

APPROVED:

Court Stanley, Board Chair

Dr. Bob Mohrbacher, Board Secretary