

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

**TransAlta Commons 230/WebEx  
Centralia College  
Centralia, Washington**

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

**MINUTES**

- **Study Session**

- Tenure Presentation

Bella Hafezi, third year probationary faculty, gave a PowerPoint presentation on “Taking in the Good.” Bella Hafezi gave a brief summary about her background and explained her passion for student success. Bella noted that student success is usually referring to a student’s academic success although “student success” has many facets. Bella described some of the non-academic barriers that students may encounter and helps assess a student’s physical, mental, and overall well-being. This process enables the student to have a more positive educational success. Overall well-being provides the student a high-quality educational experience. Bella closed by thanking the trustees for providing her the opportunity to present.

- ctcLink Update

Carrie Powell, ctcLink Project Director, gave a PowerPoint presentation “On the Eve of Conversion.” Carrie stated that the college is now a mere three weeks away from going live and noted that the college has been preparing for this moment for several years. The time has finally arrived to step into the 21<sup>st</sup> century. Carrie wanted to highlight three things:

- **The work** - The work is a change from an antiquated system to a statewide conversion where 34 community colleges are involved. Centralia College has been involved with configuration, data conversion, data validation, User Acceptance Training (UAT), and the dry run for the GoLive has been scheduled. The amount of work to prepare for this has been tremendous.
- **The banking situation** – Centralia College did not learn until quite late in the process that the college’s local, regional Timberland Bank was unable to provide the ACH network connection required for transactions with PeopleSoft. This left the college scrambling to change banks at a most inconvenient time. The decision to go with Key Bank was based on the fact that at least two other colleges already using PeopleSoft are using Key Bank; Key Bank has experience working with the PeopleSoft platform and has made an extra effort to absorb and meet the banking needs of Centralia College.
- **What it feels like to be on the eve of conversion** – This is an almost unbelievable feeling. Everyone has been working very hard to make this Lego puzzle come together. There is a deep appreciation for the directors and their

seemingly tireless work. It is exciting to be a part of this and to witness the actual conversion.

Carrie closed by saying that the presentation could have been graphs and charts but she thought a positive demonstration was more suitable for this particular moment in time. She thanked the trustees for their support and promised updates during the conversion process.

**1. Call to Order**

Board Vice Chair Debbie Campbell called the meeting to order at 4:06 p.m.

**2. Roll Call**

Board members present via WebEx:

Debbie Campbell, Vice Chair  
Court Stanley  
Stuart Halsan  
Mark Scheibmeir

**3. Introductions/Presentations:**

Jake Fay introduced interim Director of the Center of Excellence, Dr. Terry Cox. Dr. Cox gave a brief summary about her background and noted that she is a Centralia College graduate. Dr. Cox stated she comes from a strong Workforce background and looks forward to accomplishing some great things during the next six months at Centralia College. She provided a brief outline of what she hopes to accomplish during her tenure as interim director.

Dr. Mohrbacher introduced Dr. Erica Holmes, Vice President of Human Resources and Equity. Dr. Holmes thanked everyone for the opportunity to work at Centralia College and said she is looking forward to getting to know everyone. Dr. Holmes added that she comes with twenty years of experience working in community colleges and has served in many different roles.

The trustees introduced each of themselves to the two new employees and welcomed them to the college.

**4. Open Forum**

No one requested to speak in open forum.

## **REGULAR AGENDA**

### **Adoption of Minutes:**

It was MOVED BY COURT STANLEY THAT THE BOARD APPROVE THE REGULAR MINUTES OF December 10, 2020 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

### **Trustee Reports**

#### Trustee Activities

Debbie Campbell reported that she and Doris Wood-Brumsickle attended the ACT Trustee Virtual Social on December 22, 2020.

#### WA-ACT

Court Stanley reported that he will participate in the virtual New Trustee Orientation scheduled for Monday, January 25, 2021.

#### ACCT

The Virtual Community College National Legislative Summit is February 8 – 10, 2021.

#### CC Foundation

No report.

### **President's Report**

Dr. Mohrbacher reported that employees are experiencing some COVID fatigue. It is expected that there will be a few more months of following COVID protocol; the employees will need to soldier through the remaining months of COVID.

Dr. Mohrbacher reported the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSA) funding is in the works. The college has been following the details and has received a couple estimates. The college package may be anywhere from 2.7 to 3.2 million with \$738,000 designated for students. The college has not yet received the rules/guidelines for spending the CRRSA funds; the State Board for Community and Technical Colleges (SBCTC) will review the criteria and send out their recommendations. This emergency funding should bridge the current budget issues quite well.

The Governor released his policy budget proposal. It would fund most or all budget proposals from SBCTC. It also calls for a significant one-time expansion of the state capital budget—if the final budget follows this spending level, design work could begin on the new Teacher Education and Family Development Center. His budget proposal assumes a continuation of budget reductions implemented by the Office of Financial Management (OFM) last spring, including furlough days for all state employees. SBCTC is still seeking clarification from OFM on how the proposals would be applied to higher education.

Dr. Mohrbacher met with Representative Peter Abbarno of the 20<sup>th</sup> District this morning. Representative Abbarno is the assistant ranking member on the Capital Committee and very supportive of Centralia College. He knew of our capital project proposal through his work as a member of the Centralia College Foundation.

Steve Ward briefly explained that if the projects on the capital budgeting list are approved, the design work for the new teacher's building would be submitted. If approved, construction would start in the second biennium. Once the building is designed, then it is approximately three years out.

Dr. Mohrbacher noted that there will most likely not be a regular commencement this year. The decision will be made soon so an announcement can be out to students by March 15, 2021. Currently, it hasn't been decided whether the event will be similar to how commencement was celebrated last year or if something different would work better. The Commencement Committee is exploring different options.

Dr. Mohrbacher reported that a student who was unhappy with their class wrote a letter to the editor of The Chronicle. A response letter has been sent today. A diversity class is taught in the chemical dependency counselor program to expose potential counselors to the various types of people, backgrounds, and situations they may encounter as a counselor and how to effectively work with them. The President's Office will take complaints from any student at any time; the office had not heard from this student.

The extension of Pell grant access to incarcerated students will transform Centralia College's 2<sup>nd</sup> Chance Pell pilot project into a standard practice. It will become the norm but will not be in effect until 2022-2023.

### **SAALT**

Haylee Ward, Student Advocacy Activities Leadership Team president, provided an update to the recent activities of SAALT.

SAALT met at the beginning of this week to review their social media accounts. The team planned the rest of the year and created a detailed schedule. The team considered where the information is going, stories, and content. Promotional items regarding exceptional students and exceptional faculty were created in an effort to familiarize students about their college environment.

Haylee noted that the students are hopeful that a better use of social media will be able to impact Centralia College students. She said there are great speakers and student engagement activities planned for the upcoming quarter.

### **Faculty**

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers President, reported that faculty members continue to work through difficult and stressful situations. Faculty members work with each other and ensure they have the support they need.

### **Classified**

Nothing further added to the report.

## **Instruction**

Dr. Joyce Hammer, Vice President Instruction, reported the second week of instruction has instructors banding together to deliver classes in different modalities; some are virtual and some are face to face, but all are done safely. Faculty are finding that students in winter quarter are doing better than they did in fall quarter; student participation and engagement has improved.

Connie Smejkal, Dean of Instruction, Business, Education and Family Development, is finalizing the needs statement on the Bachelor of Applied Sciences program in Behavioral Health Care. The statement will be presented to the State Board for Community and Technical Colleges (SBCTC) on February 3, 2021.

Christian Bruhn, Dean Arts & Sciences, oversees the College in the High School (CiHS) and gave a brief explanation of the program. The program provides college classes to those students who do not have the ability to get to the campus; these students have an opportunity to obtain college credits.

Joyce added that the school districts work with the college. The college supervises the class to ensure they follow the college syllabus. The program provides a college level experience but benefits a different type of student.

Connie Smejkal gave a brief explanation of the relationship between the college and the Unified Learning Center. Connie noted that preliminary discussions have been started. This collaboration may provide the college an opportunity to provide Early Childhood Education and Assistance Program (ECEAP) spots to the center which would provide funding to support additional students in ECEAP. This may be a good partnership and help identify how the two entities can provide early access to early learning without competition.

## **Public Information Office**

Amanda Haines, Director of Public Relations, reported that Spanish language pages have been added for some of the college programs. The Bachelor of Applied Science – Teacher Education (BAS-TE), Early Childhood Education (ECE), and ctcLink have a Spanish language complement. There is an icon on the English pages denoting a Spanish language option. Amanda expects that more pages will add a Spanish option; the challenge has been obtaining proper translation.

Amanda reported that Seth Lonborg is no longer at the college; he has left the college to work on freelance projects down in the Longview area.

There are currently two employees in the PIO Department; the hiring freeze prevents any immediate replacements.

## **Human Resources**

Dr. Erica Holmes, Vice President of Human Resources and Equity, thanked Tammy Remund and the Human Resources staff who have kept the HR Office operating during the interim period.

Dr. Holmes noted that in addition to Dr. Terry Cox and herself, there have been two custodial positions hired as well.

There is ongoing training for the Clery Act, Title IX, and Disability Accommodations; approximately half of college employees have completed that training.

Julie Huss is continuing to support this position; Dr. Holmes has met and established a connection with the former vice president. Dr. Holmes reported reaching out to union reps, faculty, and other entities across the campus.

### **Student Services**

Dr. Robert Cox, Vice President Student Services, reported that there have been three staff hires in the last two weeks in Student Services.

Jonathan McMillan has accepted the Assistant Athletic Director position.

Abbie Duarte, former TRiO student, has been appointed to serve the next eighteen months as an interim in the Upward Bound program.

Enrollment Services hired Jennifer Conner as on Office Assistant 2 (OA2). She has been hired to help ease the burden brought on by the ctcLink conversion.

The baseball coach meets with his 35 athletes in the library two days a week for study sessions. The baseball team has a 3.48 accumulative Grade Point Average (GPA) second only to women's volleyball team. Dr. Cox thanked the library and custodial staff who helped make that happen.

Dr. Cox introduced Laju Nankani, Director International Student Programs, who reported there are three new students for winter quarter. Laju gave a brief review of the new students from Mexico, Bahamas, and Saudi Arabia. Laju reported she is receiving inquiries about spring from prospective students living in the Congo, Japan and Africa.

Dr. Cox explained that college applications have dropped. Previously, the college received approximately twenty false applications per day. People would use the false application to obtain ID to get discounted Microsoft items. Recently, these false applicants have been purged from the system. Additionally, in previous years, visits to local area high schools resulted in immediate enrollments; in the COVID world, this has not been possible.

Dr. Cox reported that a team has been formed to generate a unique marketing approach for summer and fall. Amanda Haines has hired *Campus Sonar* who will do a three-year analysis of the college's social media presence. This will provide an idea of how to tailor our advertising. The college wants to be ready for students who are waiting for classes to return to the face-to-face modality; college marketing efforts will be tailored to appeal to this demographic.

Dr. Mohrbacher added that community colleges have experienced more of an enrollment drop than four-year universities. The community college students seem to be impacted more than traditional students; their economic status and home life seem to affect their decisions to attend college.

### **Administrative Services**

Steve Ward, Vice President Finances and Administration, reported that the State Auditors will be asking the trustees for a risk inquiry meeting for the college financial statement. The auditors have not found anything of concern in either the financial statements or accountability review. Hopefully, the audits will be finalized prior to the conversion to ctcLink.

## **Foundation**

Christine Fossett, Foundation Executive Director, reported the Foundation's Scholarship Application process is currently open. Some applications have started to come in; most students tend to turn them in at the very last possible moment.

The Southwest Washington Flexible Training (SWFT) Center is rapidly approaching completion; the current expectation is that the final walk-through will be the first week of February 2021.

The Robert O'Neill Natural Area (RONNA) on River Heights had a few hazard trees felled last week. The Foundation is forming a committee to determine a short and long-term approach to how the RONNA is managed in the future.

## **5. New Business**

### **Mid-year Budget Status Report**

Steve Ward, Vice President of Finance and Administration, reported he does not know when he will be able to provide an updated budget report with the impending ctcLink conversion.

Steve reported that the tuition forecast was reduced to allow for the reduction in enrollment numbers. Centralia College is solvent this biennium; It's the next biennium that causes concern.

The Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSA) can be used over the next two fiscal years. This will allow the college to make strategic use of the various fund sources—local, state and federal—in order to balance the budget. It is possible that the college may be able to use the CRRSA money against lost tuition; the college made budget but it did experience tuition loss.

There is some thought that the economy will rebound quickly and the college reserves will provide enough cushion. Currently, the college is in good shape; decisions can be strategic rather than reactive.

### **Mid-Cycle Accreditation Report**

Dr. Mohrbacher and Dr. Hammer reported the Northwest Commission on Colleges & Universities (NWCCU) mid-cycle accreditation report is due to the evaluation team on March 15, 2021. The visit may be in-person or virtual, however, it is best to be prepared for either modality. The team will inform the Accreditation Committee who they want to meet with; most usually they want to meet with one or two of the trustees. The self-evaluation report is concerned with the mission statement and the process the college underwent to refine the mission statement, define mission fulfillment, and outline the mission focus areas.

The 2018 recommendation was to fully implement student learning outcomes assessment across all programs, degrees, and general education and use the results of assessment to influence planning and resource allocation. Gwen Nuss is working with the Accreditation Committee to finalize the reports for this section.

Two programs, Anthropology and Early Childhood Education, will demonstrate how classes integrate in the entire campus-wide assessment process.

The Assessment Committee will share their progress; Learning Themes have been revised to Student Learning Competencies. Although the work is not completely finished, NWCCU will want to see evidence that the college is working in that direction.

This visit will evaluate the college's progress on the recommendations that were listed on the Peer Evaluation Report, 2018. The team is coming to help and provide suggestions to the college's self-evaluation report.

Here are four things that are now being worked on:

- Finalize the Assessment plan
- Finalizing logistics – preparing the schedule for the mid-cycle visit
- Assessment work on the Student Learning Competencies
- Clear, continuous communication with the campus regarding the upcoming visit –all of the campus should know about the April visit.

## **6. Old Business**

### Guided Pathways

Dr. Robert Cox reported that the committee has reviewed two different technology tools: Starfish and EAB Navigate. The committee will need to decide on which of these tools to use; this decision will most likely be made after the ctcLink conversion has taken place and things have stabilized.

Dr. Joyce Hammer added that the Steering Committee has continued to meet. The committee continues to work out details on the areas of study (meta majors) and how they integrate with Centralia's educational plans. There are continued discussions regarding students who want to explore and what that would look like as well as ensuring the work is integrated with the Justice, Equity, Diversity and Inclusion (JEDI) Council.

Additionally, the committee is reviewing structured scheduling. This would provide an opportunity for block scheduling.

At the March 11, 2021 Board of Trustees meeting, the two co-chairs will give an in-depth presentation on Guided Pathways.

## **7. Policy Governance**

### Policy Updates

Dr. Mohrbacher noted that Instructional Council and the Student Policy Council did good work on updating these policies. The grading system was outdated. Running Start students were frustrated by the different grading system the college used compared to the high school, often times lowering their grade. The Student Travel and Field Trips policies were two policies that overlapped causing redundancies; these policies were reviewed and updated at the January 6, 2021 Institutional Effectiveness meeting:

- 3.190 – Grading System
- 4.172 – Student Travel

The policy below was deleted:

- 3.150 – Field Trips

**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 forty minutes. At 5:46 pm board members moved into executive session for the purpose of consultation with legal counsel regarding actual or potential agency litigation. The board reconvened into open session at 6:24 pm.

**10. Action from Executive Session**

There was no action taken from executive session.

**12. Comments**

In response to a question from Court Stanley, Dr. Mohrbacher stated that there is a succession plan in place should any of the administration become unavailable. Policy 1.005 – Administrator in Charge provides the framework for any employee who is assigned the responsibility of Administrator in Charge (AIC).

**Announcement of Upcoming Meeting Date and Place:**

The next board meeting will be Thursday, February 11, 2021 via WebEx and in the Hanson boardrooms.

**Adjournment**

The meeting adjourned at 6:28 p.m.

**APPROVED:**

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*Doris Wood-Brumsickle, Board Chair*

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*Dr. Bob Mohrbacher, Board Secretary*