

<b>COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College</b>	
<b>Boardrooms/WebEx Centralia College Centralia, Washington</b>	<b>Study Session/Regular Meeting September 10, 2020 3:00 P.M.</b>

**MINUTES**

- **Study Session**

Early Childhood Education and Assistance Program (ECEAP) Tour

The trustees and Dr. Mohrbacher participated in a tour of the Early Childhood Education and Assistance Program (ECEAP) and facility at 910 W Pear Street. ECEAP is Washington’s pre-kindergarten program that prepares 3 and 4 year old children for success in school and life. The Department of Children, Youth and Families (DCYF) oversees the program.

**1. Call to Order**

Board Chair Doris Wood-Brumsickle called the meeting to order at 4:00 p.m.

**2. Roll Call**

Board members present via WebEx and in person:  
 Doris Wood-Brumsickle, Chair  
 Debbie Campbell, Vice Chair  
 Jim Lowery  
 Stuart Halsan  
 Mark Scheibmeir

**3. Introductions/Presentations:**

Shelley Bannish introduced the 2020-21 Student Advocacy Activities Leadership Team (SAALT): The members of the team are:

- President- Haylee Ward
- Vice President - Noah Bryerton
- Coordinator of Executive Affairs - Haily Durham
- Coordinator for Student Engagement - Tianna Jefferies
- Coordinator for Wellness - Lilly Durham
- Coordinator for Advocacy - Kierrah Velazquez
- Coordinator of Public Relations - Aram Matagi
- Coordinator for Service and Sustainability - Marcus Ashton

The members gave a brief summary of their proposed projects and events for the upcoming year.

Doris Wood-Brumsickle introduced Kerry Trethewey, retiring faculty member. The trustees thanked her for her twenty years of service to the college.

#### **4. Open Forum**

No one requested to speak in open forum.

### **REGULAR AGENDA**

#### **Adoption of Minutes:**

It was MOVED BY JIM LOWERY THAT THE BOARD APPROVE THE REGULAR MINUTES OF June 11, 2020. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY JIM LOWERY THAT THE BOARD APPROVE THE SPECIAL MINUTES OF July 23, 2020. THE MOTION CARRIED UNANIMOUSLY.

### **Trustee Reports**

#### **Trustee Activities**

All trustees participated in the July 23, 2020 Board Retreat and had nothing additional to add to their report.

#### **WA-ACT**

Doris Wood-Brumsickle reported that the Education Committee met via conference call. The committee will be working with the Washington Association of Community and Technical College (WACTC) presidents on the development of their Diversity, Equity, and Inclusion (DEI) mission statement.

The committee is also working on Trustee Tuesday, tentatively planned for the fourth Tuesday of the month. The committee will present one hour workshops for other trustees in the system.

The January 2021 meeting has been cancelled; there is no decision regarding the spring meeting at this point.

#### **ACCT**

No report available.

#### **CC Foundation**

Doris Wood-Brumsickle and Mark Scheibmeir were unable to attend the Foundation's Executive meeting held last night. The next regular meeting is scheduled for next Wednesday, September 16, 2020.

### **President's Report**

Dr. Mohrbacher reported that a Centralia College employee tested positive for COVID-19 who works in the Hanson building. The cleaning crew has been actively sanitizing the building. The Lewis County Health Department recommended that

employees who may have been exposed to monitor their health and not come to work if they feel ill.

The college received Governor's Emergency Education Relief Fund (GEER) money. The State Board for Community and Technical Colleges (SBCTC) approved the distribution of GEER money last week; Centralia College will receive \$721,000 of that fund. Funding is based on declining enrollment from winter to spring and a portion of the funds received is based on Centralia College's share of state enrollment in fall 2019. The distribution of the funding proved somewhat controversial among the WACTC group; there were several colleges who objected to the methodology used by the SBCTC. WACTC is in the process of reviewing the allocation formula; the conundrum is how differently International Students have been counted as part of the state funding for fulltime equivalents (FTEs).

There is another funding source the college can apply for to support the Professional-Technical programs; those applications will be coming out soon

The college is moving towards hiring a new vice president of Human Resources and Equity. Currently, the committee is in the process of checking references and if all goes well, an offer of employment may be made by next week.

Dr. Mohrbacher reported meeting with both new superintendents Christine Moloney of Chehalis and Lisa Grant of the Centralia School Districts.

Dr. Mohrbacher participated in KELA's *Let's Talk about It* program with Alicia Bull. The discussion centered on the college's fall plans, college programs, and callers who had questions about the college.

### **Faculty**

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, reported there are four new faculty members entering the tenure process for the 2020-21 academic year.

Additionally, discussion with administrators has started regarding supplementary funds to increase nurse-educator salaries for the high-demand program.

Faculty members are excited to connect back with students this fall regardless of the class modality.

### **Classified**

The trustees appreciated the comprehensive report submitted by Renae Z'berg and wished to thank her for her very thorough report.

### **Instruction**

Dr. Joyce Hammer, Vice President Instruction, introduced Dr. Elizabeth Grant, Dean of Corrections Education, to summarize class activity at the correctional sites. Dr. Grant reported there are currently limited face to face classes with the expectation and hope of some additional classes to be added this fall. The college does not receive Full Time Equivalents (FTEs) for providing educational classes; however, providing educational classes is included in the contract language with the Department of Corrections.

Kelli Bloomstrom, Dean of Instruction, Transitional Studies, and CC East, noted that quite a bit of work has been done to implement college classes at Greenhill. The college

offered a variety of classes last spring and this fall quarter there are 19 students enrolled in English 101 and 23 students in pre-college math sequence classes.

Aaron Fowler is the AmeriCorps Greenhill Coordinator and helps with enrollments, the application processes, and paperwork. There is a list of approximately 25 more students who would like to enroll. Greenhill pays for their students' tuition and those enrollments count towards FTEs in the college enrollment. Greenhill is also willing to pay administration fees to help cover the cost of instruction.

Bob Mohrbacher clarified that Greenhill is managed by the Department of Children, Youth, and Families (DCYF) and not by the Department of Corrections (DOC). The DOC is structured much differently. The DOC is able to offer classes but the college does not earn FTEs because of the contract language and funding source.

### **Public Information Office**

Amanda Haines, Director of Public Relations, reported college students will be participating in a free media preferences survey. The survey will go to students who will have the opportunity to respond between Sept 21 and November, 2020. The survey is comprehensive; approximately twenty to thirty minutes are needed to complete it. The survey could provide the college with information on how students consume media, what type of media they consume, and what their communication preferences are. There are standard questions as well as questions broken into regions; there will be an opportunity to compare Centralia's students to other students in our neighboring colleges. The survey will also provide national data.

Dr. Mohrbacher added that the PIO office is in the process of hiring for the graphics designer position.

### **Human Resources**

Tammy Remund, Interim representative of the Vice President of Human Resources, had no other additional items to report.

### **Student Services**

Dr. Robert Cox, Vice President Student Services, commended Connie Smejkal, Jake Fay and Kelli Bloomstrom for ramping up the Greenhill contract and implementing the educational programs at the Greenhill facility. Dr. Cox also thanked the Garrett Heyns staff for their work on offering the Second Chance Pell.

There will be a tent with Student Services staff at the Chamber of Commerce from 1 to 4 pm Friday, September 11, 2020. The tent will provide prospective students an opportunity to meet with an advisor and get registered and enrolled in classes.

Monday, the first floor of the TransAlta Commons (TAC) will be open to students and the public from 9 am to 3 pm. In-person services will be available by appointment only.

Although enrollment is down, more students have applied to the college in the last few years. Applications tend to be up because high schools encourage their students to apply to colleges. The Centralia College application process is free and provides prospective students and high schools students with some experience in applying to a college; this doesn't always correlate to more enrollments.

## **Administrative Services**

Steve Ward, Vice President Finances and Administration, reported the athletic field project is moving along well. Vacating Iron Street becomes the next obstacle to tackle in furthering this project. Steve will be representing the college this evening at the Planning Commission meeting and will be the college representative when this topic is on the agenda of the City of Centralia meeting on October 27, 2020.

## **Foundation**

Christine Fossett, Foundation Executive Director, reported that the Southwest Washington Flexible Training Center (SWFT) building is progressing well. The college staff have been helpful as there were some hurdles/decisions that had to be made this week. The keys to the building will be delivered to the Foundation by December 31, 2020 and the building will be ready to be open for winter quarter 2021.

Saturday, November 7, 2020, is the date of the Foundation's virtual gala; invitations will be going out soon. There will be a mask decorating contest complete with a cash prize.

The Foundation meeting is Wednesday, September 16, 2020.

## **5. New Business**

### **Budget**

Steve Ward provided an overview and handout of the Fiscal Year 20-21 (FY21) budget. The college has balanced the budget based on permanent and temporary budget adjustments and one-time funding provided by federal and state agencies.

Tuition projections are 2.5% lower than projected in the spring and final numbers will be available after the start of fall quarter 2020.

The Office of Financial Management (OFM) has indicated that the Rainy Day Fund will most likely be accessed, which may reduce the target. Across-the-board cuts may not be implemented but a more strategic approach will be used to reach the required amount.

The final budget will be drafted after fall enrollments are calculated and projected for the year; the first day of fall classes is Monday, September 21.

In accordance with Board Policy **5.011 – Budget Oversight** – the Board of Trustees voted to extend the current budget to the October 2020 Board of Trustees meeting.

It was MOVED BY STUART HALSAN THAT THE BOARD EXTEND THE CURRENT BUDGET TO THE OCTOBER 2020 BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

Steve ended his presentation by summarizing how the budget was able to be balanced. The 2.5 million reduction was possible using these four methods:

- Attrition
- Coronavirus Aid, Relief, and Economic Security (CARES) and Governor's Emergency Education Relief Fund (GEER) funding
- Institutional efficiencies
- Voluntary separation and furlough days

#### Fall Quarter Operations Plan

Dr. Robert Cox, VP of Student Services, explained that Student Services would like to open the bottom floor of the TransAlta Commons (TAC) for face-to-face services. Services would be available as early as next week.

Dr. Joyce Hammer, VP of Instruction, provided an overview of what is happening in Instruction for fall quarter 2020.

- Hybrid classes. Over 500 students will be on campus at some point and there will be 85 sections that will have some sort of a face-to-face component. Faculty is prepared to work remotely if necessary; everyone understands the need for flexibility.
- Careful scheduling to ensure social distancing and to minimize students running into each other.
- The buildings will be closed to the general public and doors will be monitored for access to the interior. Students will need to show identification or a class schedule to be granted access to a building.
- Dan Taylor provides training for faculty who may need it.
- These tutoring and student services will be available: e-tutoring, writing center, STEM, TRiO, and Blazer Central.

Dr. Robert Cox noted there will be computer lab access on the first floor of the TAC. Thirteen tables will be available to students who bring their own device. Students who do not have their own device may checkout laptops and/or hotspots from the library.

CC East has WIFI set up in the parking lot and computers are available to students if they need them. Kelli Bloomstrom stated that any student who may need a computer is able to get one from her.

Mark Scheibmeir stated that Lewis County has experienced a significant increase in COVID-19 cases; what is being done to educate students on risks?

The campus must adhere to a 30-page guideline and a copious amount of detail. Nursing Assistant, Medical Assistant, Diesel Tech and Welding students will all be returning to campus labs and must adhere to COVID-19 protocol. There is a directive from the college that a mask must be worn while on campus. If the student does not comply, the student will be asked to leave the campus.

#### Accreditation Update

Dr. Joyce Hammer provided an accreditation update. The college has met five of the seven recommendations. The sixth recommendation addresses student learning

outcomes assessments and must be implemented across all programs, degrees and general education areas. The Assessment Committee has been meeting throughout the year and their plan is to incorporate learning competencies into assessment practices. Students would then be able to see and easily find what they will learn and what they will be able to do after successfully completing a degree or program. The current learning themes are not easy to measure. The Assessment Committee will be linking the competencies to the different course levels up to the goals the trustees have set for mission fulfillment.

The seventh recommendation is to examine the Core Theme indicators. Those have been updated and our Focus Areas clearly align with our mission and goals.

The mid-cycle visit is tentatively planned for April 26 and 27, 2021. The data pieces are being prepared; Gwen Nuss, Institutional Researcher, has been doing the work.

Two programs will be highlighted at the mid-cycle visit. One from Professional-Technical and one from Academic Transfer.

## **6. Old Business**

### Guided Pathways

Dr. Joyce Hammer reported she met with Dr. Robert Cox, Georganne Copeland, and Brian Rauscher today. The State Board for Community and Technical Colleges (SBCTC) suggested the college refine the Guided Pathways workplan to three focus items. The committee is working on an exploratory sequence as part of the focus areas that will incorporate a human relations course into each meta major program of study. There should be a plan in place by the end of this year.

The committee continues the work on how to advance pre-college students to college level within a year. There has been extensive work around placement, co-requisites, and connecting with the transitional ed and pre-college pieces.

The committee continues to explore the option of a student success tool that could be implemented if the college receives funding for Guided Pathways.

The committee is also connecting with the Equity, Diversity, and Inclusion (EDI) Committee as it needs to be a component of Guided Pathways framework.

### Naming Updates

Dr. Mohrbacher reported that the neon sign has been installed. Linda Foss, retired English faculty member, would like to postpone the naming ceremony until there can be an official naming celebration and people can participate in person.

It was suggested that the topic Naming Updates be removed from the agenda. The topic can always be added back to old business if necessary.

## **7. Policy Governance**

### Policy Updates

Dr. Robert Cox provided an update on the emergency approval of the policies listed below. The new Title IX legislation took effect and the college had to add

supplemental Title IX procedures to the Student Code of Conduct. These policies warranted emergency approval by Dr. Mohrbacher but will be going through the campus policy approval process this fall. There will be a public hearing on the WAC process.

- 1.136 – Discrimination and Harassment Complaint Procedure
- 1.137 – Employee Title IX Procedure
- 1.138 – Title IX Grievance Investigation Procedure

Policies below were deleted:

- WAC 132L-350 Student Code replaced WAC 132L-351

New regulations on Title IX were published in May and needed adoption by August 16, 2020. There is controversy regarding the new definitions of sexual harassment but the college law is compliant with the newly issued federal regulations.

Matthew Barber, Assistant Attorney General Office, introduced himself. Matthew is representing the Assistant Attorney General's office in lieu of David Stoler.

### Emeritus Policy

Doris Wood-Brumsickle requested board approval to award Kathy Brooks, former long-term Centralia College employee who recently passed away, emeritus status.

Dr. Mohrbacher suggested that the board chair write a letter to the Emeritus Committee to explain why the board wishes to do this. Doris Wood-Brumsickle will write the letter to the committee as well as a letter to Kathy's family.

It was MOVED BY JIM LOWERY, AS A SPECIAL EXCEPTION, THAT THE BOARD GRANT EMERITUS STATUS TO KATHY BROOKS, FORMER LONG-TERM EMPLOYEE. THE MOTION CARRIED UNANIMOUSLY.

## **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.

## **10. Action from Executive Session**

There was no executive session.

## **12. Comments**

Due to scheduling conflicts, Janet Reaume requested the October 8<sup>th</sup> meeting be re-scheduled to Wednesday, October 7, 2020. The board approved the re-scheduling of the October meeting.

Dr. Mohrbacher requested that as the board schedule returns to "normal" that the Board of Trustees retain a WebEx or Zoom component of the board meeting. There has been more interest by participants in attending the meeting virtually.

Jim Lowery thanked the campus community for all that they have contributed to his career as a Centralia College trustee. The trustees, in turn, thanked Jim Lowery for his service to the college.

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

The next board meeting will be Wednesday, October 7, 2020 in the Hanson boardrooms.

**Adjournment**

The meeting adjourned at 6:30 p.m.

**APPROVED:**

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*Doris Wood-Brumsickle, Board Chair*

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*Dr. Bob Mohrbacher, Board Secretary*