

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

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

**Study Session/Regular Meeting  
December 10, 2020  
3:00 P.M.**

**MINUTES**

- **Study Session**

State Board Enrollment Data – Centralia College enrollment and budget trends

Dr. Robert Cox, Dr. Joyce Hammer, and Steve Ward gave a PowerPoint presentation on the enrollment and budget trends of Centralia College. The three vice-presidents provided information on student demographics, district high school information, academic transfer/Basic Education for Adults (BEA)/Career and Technical Education (CTE) analysis, and budget analysis.

Each area was described and explained in detail; any further questions regarding the information presented may be submitted to the President's Office for further discussion or explanation.

Any trustee who would like to review the PowerPoint presentation further may request an electronic copy from the President's Office.

**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  
Court Stanley  
Stuart Halsan  
Mark Scheibmeir

**3. Introductions/Presentations:**

**4. Open Forum**

No one requested to speak in open forum.

## **REGULAR AGENDA**

### **Adoption of Minutes:**

It was MOVED BY DEBBIE CAMPBELL THAT THE BOARD APPROVE THE REGULAR MINUTES OF November 12, 2020 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

### **Trustee Reports**

#### **Trustee Activities**

Mark Scheibmeir reported he attended the virtual annual ACT Conference on November 13, 2020.

Mark commended the drama department for their virtual presentation of *A Spotlight in the Dark*. Mark expressed appreciation for the theater department's innovative methods and persisting with dramatic arts during pandemic conditions; the online monologues were designed to challenge the viewer and quite different than the usual fall productions.

Doris Wood-Brumsickle agreed that the fall production from the thespians this year was innovative and engaging.

Stuart Halsan reported he attended the Legislative Action Committee meeting via Zoom November 12<sup>th</sup>, 2020.

Debbie Campbell reported she attended the virtual annual ACT Conference on November 13, 2020. Debbie thanked Doris Wood-Brumsickle for sending the trustees' holiday message to the campus.

Court Stanley reported he attended the virtual annual ACT Conference on November 13, 2020. Court echoed his appreciation to Doris Wood-Brumsickle for sending out the trustees' holiday message to the campus.

#### **WA-ACT**

Doris Wood-Brumsickle reported there will be Trustee Tuesday on December 22, 2020 from 8:00 to 9:00 a.m. The virtual session is hosted by the Association of College Trustees (WA-ACT) and the speaker will be Dr. Daniel Phelan on the Carver Model Governance Session. Doris invited all trustees to attend the virtual event.

#### **ACCT**

No report for this area.

#### **CC Foundation**

Doris Wood-Brumsickle reported that the Executive Committee met last night. The Southwest Washington Flexible Training (SWFT) Center is rapidly nearing completion; the building will be a good addition to the campus.

The Foundation will be holding their regular meeting on Wednesday, December 16, 2020.

### **President's Report**

Dr. Mohrbacher agreed with the trustees regarding the recent theater production; the performances were well done under any circumstance and added that any student activity that can be encouraged under pandemic conditions helps to engage and retain students.

Dr. Mohrbacher reported that a job offer was made today for the Vice President of Human Resources and Equity position; a tentative yes has been received. The finalist will be coming to campus tomorrow to discuss details and job expectations. If all goes well, the President's Office hopes to make an announcement on Monday. The finalist will likely start work in early January 2021.

Enrollment – College enrollment is currently down over 30% compared to winter quarter 2020. Several strategies are being used to boost winter enrollments; however, the national and statewide trend seems to indicate that students are going to “wait it out.” There are several reasons cited for the lack of enrollments. Among those reasons are the online learning environment, ongoing concerns regarding COVID, economic impact, and family situations.

Legislative - Dr. Mohrbacher reported that the presidents group met with David Schumacher, Director of the Office of Financial Management (OFM), and listened to his budget outlook for this year and the coming biennium. Schumacher stated that it is unlikely that the colleges will need to make a cut in the current fiscal year. For the 2021-23 biennium, he predicts some level of cut, but nowhere near the 15% level that OFM predicted last spring.

ctcLink Conversion - As Deployment Group 4 (DG4) nears GoLive in February, the State Board IT Department has increasing challenges to balance support for colleges still using the Legacy system along with providing post-implementation support for colleges that have already implemented PeopleSoft. Once DG4 goes live in February, the system will have half of the colleges on PeopleSoft and half of the colleges still on Legacy. That means the next year will show the largest demands for support across both systems. In order to implement PeopleSoft, Centralia needs to start the process of shutting down the current Legacy system. To make this transition, there will be “blackout” periods for a variety of college processes and services. This includes purchasing, hiring processes, payroll, and a number of other essential services.

WACTC – The presidents are meeting tomorrow morning to listen to a legislative update with Representative Timm Ormsby and Senator Christine Rolfes. They will give their expectations on what may happen at the upcoming legislative sessions.

Dr. Mohrbacher stated that some college leaders expressed concern about the impact current enrollment anomalies may have on enrollment-based funding through the allocation model. Presidents raised possibilities such as freezing the allocation model, excluding all of the 2019-20 enrollments from the 3-year enrollment averages, and annualizing fall 2019 enrollments. The Business Affairs Commission has now studied the impact of these enrollment levels on the allocation and has recommended no changes; WACTC will vote on that proposal on Dec. 11.

Stuart Halsan thanked Dr. Mohrbacher for calmly handling the rigors and stress of the president's office during a difficult time; nothing has been "normal" this past year.

### **SAALT**

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

- SAALT is working on developing a Canvas class for current students. The leadership team met with another college to discuss how to use the Canvas platform to help students and better serve the student population.
- The team assembled Survival Kits for students who will be attending classes in winter quarter.
- The team has already started working on potential events for winter and spring.

### **Faculty**

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers President, acknowledged classified and exempt staff for their efforts on the ctcLink conversion. The faculty will be in the next wave of ctcLink conversion work.

Sharon reported that the Justice, Equity, Diversity and Inclusion Committee and the Centralia College Federation of Teachers sponsored a professional development opportunity at the beginning of fall quarter. Using a cohort model, a group of faculty and staff will meet virtually 10 times during fall 2020 and winter 2021 quarters. The sessions will concentrate on microaggressions, racism, systemic issues, and supporting students. During spring quarter 2021, participants will develop an individual curriculum project which will be presented virtually to the cohort.

Sharon also stated appreciation for the eLearning department and expressed enthusiasm about the upcoming break; the pandemic situation is exhausting for instructors and students alike.

### **Classified**

Renae Z'berg, Classified Staff representative, reported classified staff members are also looking forward to a brief respite from Zoom and WebEx meetings and plan to enjoy the holidays.

Dr. Mohrbacher thanked Renae for her additional work and leadership on the Safety Committee.

### **Instruction**

Dr. Joyce Hammer, Vice President Instruction, reported William Westmoreland, the director of the Center of Excellence, has resigned and taken a position with Pac Mountain Workforce Development Council. Terry Cox, former vice president of Workforce Development at Edmonds Community College, has accepted the position of interim director of the Center.

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) in early February.

Dr. Hammer noted that the discussion which began with Washington State University (WSU) administrators in Pullman in February, 2020 has been renewed. Initially, a dual admission feature was discussed. Students who are admitted to Centralia College would be provisionally admitted to WSU at the same time; this could apply to Pullman, Vancouver, or Global Campus. As the pandemic wanes, it is hopeful that these initial discussions will prove to be beneficial.

Dr. Hammer commended the deans and instruction staff for continuing to keep the lines of communication open.

Dr. Hammer stated there is a work group being formed at the SBCTC to determine the future of the Centers of Excellence; to examine their role and the expectations from their host colleges. There are eleven Centers at different colleges throughout the state and each one represents the needs and interests of a specific industry sector.

### **Public Information Office**

Amanda Haines, Director of Public Relations, updated the trustees on current advertising efforts. Currently, there are two ads specifically targeting the Running Start population - one for students and one for parents. The online ads have had a complete makeover; the new ads should be appearing now. Other ad campaigns underway feature different college opportunities and benefits such as earning a high school diploma, cost savings, and Worker Retraining programs. YouTube has been a successful advertising venue for the Commercial Drivers License (CDL) and Information Technology (IT) programs.

Student Services has requested a new mailer to be sent to current students explaining what resources and services are available on campus.

### **Human Resources**

Tammy Remund, Interim representative of the Vice President of Human Resources, added that the HR Office has been busy with the ctcLink conversion requirements; this project has kept everyone very busy.

An offer of employment has been made to one of the finalists for the position of Vice President of Human Resources and Equity; there may be a new addition to the HR Office by the beginning of next week.

### **Student Services**

Dr. Robert Cox, Vice President Student Services, reported that the criteria preventing International students from enrolling in online classes has been waived.

Dr. Cox is participating in the State Board for Community and Technical Colleges (SBCTC) taskforce that is examining the existing capital projects criteria. The taskforce will be using an equity lens to examine whether existing practices have created unintentional barriers.

## **Administrative Services**

Steve Ward, Vice President Finances and Administration, reported his area is prepping for winter quarter by increasing inventory and staffing. Hopefully, there will be sufficient staff in place to provide adequate service to the campus.

Capital funds come to the college on a biennial basis; work is being done with key personnel in Facilities to ensure project continuity for the college for a minimum of the next two years beginning July 2021.

## **Foundation**

Christine Fossett, Foundation Executive Director, reported the Southwest Washington Flexible Training (SWFT) Center is rapidly approaching completion; the expectation is that it will be done by the end of the month. The contractors are confident that they will meet the deadline.

## **5. New Business**

### **SWFT Center Lease Agreement**

Dr. Mohrbacher reported that when the SWFT process first started, the college leased the ground to the Foundation. Now that the building is nearing completion, the college needs to sign an agreement with the Foundation to lease the SWFT Center building. The agreement will outline responsibilities of each party and details will need to be finalized. The college will be responsible for all the operations on a regular basis and the Foundation will provide oversight.

Christine Fossett, Foundation Executive Director, added that she and Steve Ward are working on a short-term lease dated January 1, 2021 to June 30, 2021. During the short-term lease time frame, the college and Foundation will review what worked, what didn't work, explore options, and make necessary adjustments prior to signing a new lease on July 1, 2021.

Christine stated that the Foundation is creating an Oversight Board that will specifically focus on the agreement with the college and the SWFT Center. The Oversight Board will address how the center is managed, utilization of the center to its fullest potential, K12 considerations, and college programs and activities.

Christine explained that the original idea was to provide specialized equipment or shop space where employers could require training for their employees; this was the "flexible" aspect of the center. An employer could schedule time to train employees with the necessary equipment to fit their training requirements. Depending on local needs, high schools would also be welcome to bring their students for any specialized program that might be offered at their level.

Jake Fay, Dean of Instruction, Industrial and Healthcare, stated that equipment will be in the SWFT Center and high school students will be able to explore different career opportunities. The mobile lab may have some equipment but the bulk of the equipment, such as welding simulators, would be available in the Center.

## **6. Old Business**

### Guided Pathways

Dr. Joyce Hammer reported that Centralia College has met with the two Guided Pathways coaches, Dr. Connie Green, former President of Tillamook Bay Community College and Samantha Dana, Associate Vice President for Institutional Effectiveness at Clover Park Technical College. These two coaches are helping with Centralia's plan and act as a sounding board to provide feedback as well as assisting the college from planning to implementation to scaling. There is a limited number of sessions with the two coaches but the sessions have been helpful; every moment with the coaches is utilized.

The committee is continuing to review Student Success courses. Currently, some of the Student Development career planning courses have transitioned into the Human Relations department. The expectation is to create an intake assessment for new students that measures their need to take either of those classes, as well as determining a student's typing ability, information literacy, and general computer navigation ability.

The Committee is finalizing their work on the Industrial Trades pathway. This will be a great option for students to explore to see if it meets their needs.

The Committee had their initial discussion on overall course schedules; perhaps block schedules for students would provide more options for students. Examining the course schedules may result in making our classes more student friendly.

Dr. Robert Cox added that the committee is reviewing different technology tools; Starfish and EAB Navigate will be discussed and researched. The committee is still in the fact-finding phase regarding these tools.

## **7. Policy Governance**

### Policy Updates

Dr. Mohrbacher reported these policies were reviewed and updated at the December 2, 2020 Institutional Effectiveness meeting:

- 1.160 – Law Enforcement
- 3.060 – Class & Office Disruptions & Student Discipline
- 3.080 – Class Rosters
- 4.150 – Student Clubs & Organizations

The policy below was deleted:

- 4.055 – Classroom & Office Discipline

## **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 5:08 pm board members moved into executive session for the purpose of reviewing the performance of a public employee and consultation with legal counsel regarding actual or potential agency litigation. The board reconvened into open session at 6:04 pm.

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

There was no action taken from executive session.

## **12. Comments**

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

The next board meeting will be Thursday, January 14, 2021 in the Hanson boardrooms.

### **Adjournment**

The meeting adjourned at 6:05 p.m.

### **APPROVED:**

---

*Doris Wood-Brumsickle, Board Chair*

---

*Dr. Bob Mohrbacher, Board Secretary*