

COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College	
Hanson Boardrooms Centralia College Boardrooms Centralia, Washington	Study Session/Regular Meeting September 14, 2023 3:00 P.M.

MINUTES

1. Call to Order

Board Chair Court Stanley called the meeting to order at 3:02 p.m.

2. Roll Call

Board members present:

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

3. Proclamation

Court Stanley thanked Doris Wood-Brumsickle for her service as a trustee to the college these past ten years. Doris will be completing her second term as trustee on the 30th of September.

It was read by Court Stanley THAT:

Whereas Doris Wood-Brumsickle has served Centralia College faithfully and with distinction, from 1989 to 2023, a period of thirty-four years;

And whereas Doris Wood-Brumsickle has served Centralia College in multiple roles, beginning as an adjunct English instructor, becoming a tenured faculty member, and finally being appointed by the Governor to serve as a member of the Centralia College Board of Trustees;

And whereas Doris Wood-Brumsickle has provided great service to the college and the community, working not only with the English Department, but also teaching public speaking, working with the Teacher Education program in partnership with Washington State University; conducting a Creative Writing contest on campus for many years; working with the Centralia College Foundation to implement a visiting authors program; serving as a department chair and doing service on a myriad of campus committees;

And whereas Doris Wood-Brumsickle has twice been recognized with an Exceptional Faculty Award for her excellence in teaching and service to the college;

And whereas Doris Wood-Brumsickle is a prominent and active member of the local community, including many years of service with United Way of Lewis County and other local organizations;

And whereas Doris Wood-Brumsickle is now completing her second full term as a member of the Board of Trustees of Centralia College, having been appointed to the Board by Governor Jay Inslee in 2013;

Therefore, the Board of Trustees of Centralia College, District 12, wish to publicly proclaim their appreciation for Doris Wood-Brumsickle and her many contributions to the life and history of the college;

Now therefore, on this 14th day of September, 2023, the Board of Trustees does hereby proclaim that November 1, 2023 shall be known as Doris Wood-Brumsickle Day. The Board hereby directs the President to make public acknowledgement of this day of appreciation, both across campus and in the general community.

As approved by the Board of Trustees, Centralia College.

It was MOVED BY Mark Scheibmeir THAT THE BOARD APPROVE THE PROCLAMATION AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Dr. Mohrbacher requested that due to the discussion held at the summer retreat the board reinstate Court Stanley as board chair for the 2023-24 academic year.

It was MOVED BY TRUSTEE DORIS WOOD-BRUMSICKLE TO REINSTATE COURT STANLEY TO THE POSITION OF BOARD CHAIR FOR THE 2023-24 YEAR. THE MOTION PASSED UNANIMOUSLY.

4. Introductions/Presentations:

- Abigail Hansen, President
- Darcy Frankovich, Vice President
- Rayleen Roberts, Coordinator for Executive Affairs
- Andrew Barella, Coordinator for Civic Engagement
- Justin Chung, Coordinator for Student Engagement
- Ismael Allende, Coordinator for Diversity
- Katelyn Davis, Coordinator for Wellness
- Janelle Baluyot, Coordinator for social media/Publicity

SAALT is a group of up to eight students who advocate and plan events for Centralia College students. As the representative for the governing body of Centralia College students, all SAALT members are responsible for advocating for students.

The members gave a brief summary of their proposed projects and events for the upcoming year. The Board welcomed the students to Centralia College.

Connie Smejkal, Interim Vice President of Instruction, introduced Liselotte Thompson, Dean of Transitional Education and Centralia College East.

Open Forum

No one requested to speak in open forum.

5. CONSENT AGENDA

Adoption of Minutes:

It was MOVED BY Annalee Tobey THAT THE BOARD APPROVE THE REGULAR MINUTES OF JUNE 8, 2023 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY Annalee Tobey THAT THE BOARD APPROVE THE SPECIAL MINUTES OF JUNE 20, 2023 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY Annalee Tobey THAT THE BOARD APPROVE THE MINUTES OF THE SPECIAL MEETING OF JULY 20, 2023 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Policy Governance

Policy Updates

Dr. Mohrbacher reported the Institutional Effectiveness Committee does not meet until October 4, 2023. Currently, there are no policy updates to report.

6. Trustee Reports

Annalee Tobey reported she attended the September 11, 2023 Kick Off and thought there was good energy in the room.

Annalee will be attending the Latin Independence Day event this Friday.

Mark Scheibmeir reported he also attended the Kick Off and thought the event was well done. There was a large number of attendees, enthusiasm, and good energy in the room that day.

Mark appreciated the Foundation soiree the following day and the left-over products from the Seattle to Portland (STP) bicycle event that were given away.

Mark will be attending Scholarship Night this evening.

Mark attended Trustee Tuesday on September 12, 2023.

Pretrina Mullins reported she attended the Foundation Night at the Packwood Brewery in August. It was a good day and a good time to get together.

Court Stanley reported he attended the Kick Off and enjoyed sitting at a table where he didn't know anyone. The exercise provided him with an opportunity to acquaint himself with some faculty and other staff members he would not have spoken with otherwise. Court expressed an interest in seeing a musical feature return to the Kick Off in the future.

Court will be attending the Board Chair Affinity group again this year. Court noted that Centralia College does not have a lot of the problems that other colleges face.

Doris Wood-Brumsickle reported she met with WA-ACT Education Committee to plan the Trustee Tuesday as well as attending the Foundation Executive Board meeting last night.

WA-ACT

Doris Wood-Brumsickle reported that the September 12, 2023 Trustee Tuesday was titled "Leading Through Change: A Tour Through Our System's Updated Strategic Plan." The ACT Education Committee hopes to continue to offer its members professional development opportunities with Trustee Tuesdays.

ACCT

Dr. Mohrbacher reported the ACCT National Leadership Congress 2023 is October 9 through the 12, 2023 in Las Vegas, Nevada. Both Dr. Mohrbacher and Annalee Tobey will be attending the event.

CC Foundation

Doris Wood-Brumsickle requested Christine Fossett complete the Foundation report in her report.

7. President's Report

Dr. Mohrbacher reported Kick Off week was quite busy. Dr. Mohrbacher thanked his vice president team for presenting and Janet Reaume for the logistical work of organizing and implementing the Kick Off.

Dr. Mohrbacher reported that this is the largest enrollment increase he has seen in over 32 years in the community college system. The increase is remarkable; Centralia College is in the top 2 or 3 colleges with this increase.

There was a national data breach that affected colleges who participate in the TIAA/CREF retirement system and the National Student Clearinghouse. Centralia College had almost no impact. There may be student names that have been compromised but only one student who had additional information compromised.

Student housing has been a challenge. The building is almost complete and was scheduled to be ready for occupancy on September 1, 2023. It is hopeful it will be ready October 1st; thanks to facilities for getting alternate housing spaces ready for those students who were displaced.

At the president's Summer Retreat the discussion focused on pain points with the ctcLink platform. Some of the colleges are not functioning well; basic tasks are not being done such as financial aid, travel requisitions, and payroll. There are still several implementation challenges with the system; however, Centralia College is not having the difficulty that other colleges are experiencing. Unfortunately, there is a lot of claims or reasons why the platform isn't working at any particular college.

There are also colleges where there are not a lot of problems. The State Board for Community and Technical Colleges (SBCTC) is working to respond to various issues. Perhaps better training opportunities, communication about existing trainings, or in-person trainings could help and perhaps a system to track employee training could be beneficial. SBCTC may need to send out teams to colleges with problems to diagnose the issues. Reviewing common business processes and being more directive and less flexible could ensure better success with the platform. The SBCTC and IT personnel are ensuring their staff are providing the same answer to recurring questions.

Student Success software was also a discussion item at the summer retreat. Will all the colleges use the same student success software? Using the same software would provide 1) a large discount to the system 2) students would all be exposed to the same thing 3) 2-way data integration could be implemented 4) if students moved from one college to the other, they would be used to the same system. Currently, there are approximately twelve colleges who invested in Starfish and others in EAB Navigate. This is not an easy decision to make but the presidents will be having that discussion. Starfish was bought by EAB Navigate; It would be work but not a huge amount.

At the board retreat, there was discussion regarding having an environmental scan. The two ideas were the college's relationship with the local tribes or an in-depth examination of Workforce needs and working with industry. Dr. Mohrbacher requested feedback regarding these two ideas.

It was suggested that both of these topics deserved attention from the trustees and that working on one in the fall and the other one in the winter or spring could be feasible.

Fia Eliasson-Creek, Executive Director of Institutional Research, said she had a listening session with the tribe and the tribe members are looking for more of a connection with the college either on the campus or out on tribe lands.

Court Stanley added that tribal relations should be done over meals to build trust and relationships. He suggested to start with the Chehalis tribe and then reach out to the Cowlitz and Nisqually tribes.

Dr. Mohrbacher added that the SBCTC now has a tribal relations administrator.

Mark Scheibmeir commended Dr. Mohrbacher and his staff for spearheading several promotional efforts, including the Seattle to Portland (STP) bicycle event, the mobile lab at the SWW Washing Fairgrounds, and involving the staff.

Dr. Mohrbacher stated that there will be a Cedar Street Park cleanup on September 30, 2023. He sent the email out on Tuesday and already there are approximately twenty volunteers.

8. SAALT

Abigail Hansen had nothing further to add to her introductions.

9. Faculty

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, reported this year starts the new Collective Bargaining Agreement (CBA) contract that was approved and voted on in the springtime.

Faculty members are looking forward to working with Human Resources regarding a new mentoring program agreement document.

Bob thanked the faculty association for their partnership while working through the contract. The process was productive and good.

10. Classified

No report submitted.

11. Instruction

Connie Smejkal, Interim Vice President Instruction, provided a few highlights.

There are four new faculty on the tenure track this year. The four faculty members will be introduced at the October board meeting.

Instruction is working with Human Resources on reworking the Mentoring program for faculty this year. The document will define the requirements of what is necessary to be a successful mentor and outline how to make connections with those who are being mentored.

The Construction Trades program was offered this summer with no one enrolling in the program. There are two students enrolled for fall quarter. Currently, there are not any answers to why the CTAP program has not generated any interest; there is ongoing work to find a solution.

Tim Wright, Dean of Arts and Sciences, has been working with the Chehalis tribes to provide some classes. Tim has been working with a representative from the tribe and will provide desk space for the tribal representative while on campus. This should help the representative when trying to connect with students.

Doris Wood-Brumsickle noted that the Instruction report may need some proofing or editing prior to production. Connie added that she was aware of the situation.

Mark Scheibmeir requested an update to the Department of Corrections (DOC) situation. Elizabeth Grant, Dean of Corrections Education, reported that the problem is complicated. The policies have changed within the DOC and they want to process inmates in 28 days. This short time frame does not provide the college time to implement any GED classes. There is a meeting next Wednesday, September 20, to discuss some of the issues and on-going concerns, including vacant positions.

12. Human Resources & Equity

Joy Anglesey, Vice President of Human Resources and Equity, reported she has added additional items to the HR report.

Joy reported she is working with ctclink to provide reports regarding employee turnover and is hopeful those reports will be ready by the October board meeting.

Final interviews for the Director of Equity and Inclusion have been completed. It is hopeful that a decision will be made soon and the successful applicant would be in place by October 16, 2023.

The Justice, Equity, Diversity, and Inclusion (JEDI) Committee is hosting the Latin American Independence Day event from 5:00 to 9:00 pm in the TransAlta Commons.

The college continues to offer Get Inclusive training. Employees have 90 days to complete their Get Inclusive training after their initial invitation to the platform and will need to complete this training every 3 years.

At the start of each academic year, the prevention education must be provided to employees. Due to the RCW 28B.10.907 mandate, all employees are expected to complete Hazing & Bullying Prevention training through the Get Inclusive platform. HR has sent out the link to complete the training earlier this month.

The Brown Bag series has expanded. Amanda Witt, Director of Procurement, developed this training series for employees. The series has expanded and Carrie Powell, Katy Smith, and herself have all provided training sessions for employees.

Joy reported working with Human Resources Management Commission (HRMC) to roll out a supervisor training program that will be utilized by all colleges in the state system. The consortium will provide uniform training to all colleges.

Joy is working on development of the Mentoring Program.

Joy noted that the college went from a negative 14 to a negative 7 on the Net Promoter Score. The score demonstrates the levels of engagement.

The Assembly platform has been deployed. People enjoy and interact with program. Employees are posting events and pictures and demonstrating engagement and inclusion.

13. Student Services

Dr. Robert Cox, Vice President Student Services, thanked Doris Wood-Brumsickle for her service to the college. Dr. Cox stated that Doris was his first faculty member he met when he came to visit the college as a prospective student.

Dr. Cox did not want to belabor the housing issues but thanked the Facilities staff for their efforts. They had to drop all other work to focus on the housing issues. The apartments needed drywall and electrical work as well as ranges and washers.

Centralia College is one of the leaders in enrollment growth. Dr. Cox thanked faculty and staff for their work. He also commended the Student Services staff for their work; there isn't one specific thing that resulted in the college's enrollment growth. For example, two recent registration events resulted in 120 students enrolled.

The trustees inquired as to the demographics of the incoming students; what are their needs? Economic? Food? Homelessness? And asked if there are any special needs issues this fall.

Dr. Cox noted that there is a funded position that will connect students to food and other needs while helping them develop a comprehensive plan.

Christine Fossett added that Puget Sound Energy provided a check for \$2,250 for the Trailblazer Food Pantry.

Fia Eliasson-Creek, added that the enrollment has slowed down. Currently, Centralia College's state enrollment is at +28% compared to same day last year. Factoring in Running Start, Basic Skills, and Corrections, the college is up 22% from last year at this time.

Dr. Cox closed by stating that the first week of the quarter will have some adjustments to enrollment numbers but noted that the college has never had Running Start enrollment numbers this high.

14. Administrative Services

Tariq Qureshi, Vice President of Finance and Administration, provided a brief update.

Zach Queen, formerly bookstore manager, has been promoted to the Auxiliary Services Director.

Cliff Frederickson has been hired as interim Director of Budgets, Grants, and Contracts.

Steve Queen has been hired as interim Assistant Director of Custodial and Utility Work. Both Cliff and Steve will start work on Monday, September 18, 2023.

Recently, a landscaping contracted services was hired to help with fall cleanup. It would be beneficial to do this on a spring and fall cycle; facilities staff would then be free to do ongoing maintenance work.

The Fiscal Year 2024 budget is being worked on; there has been a 4% increase to the operating budget. The travel budgets need to be more realistic; they will be increased.

The Business Office had a clean audit and has finished year end closing. There really weren't any issues.

The Bookstore is busy prepping for the first day of fall quarter.

Food Services employees started out with the Seattle to Portland (STP) bike ride. They have been providing food to the students who have been displaced by the housing delay.

The Legacy system is being shut down; the conversion of that information has had a smooth transition.

There was an internal data breach where some personally identifiable information (PII) was migrated to SharePoint. Information Technology was made aware of the situation on August 4, 2023 and pulled it down. Based on the Washington State Revised Code of Washington (RCW), the college is required to notify all staff and faculty that may have had their information compromised. The college will provide credit monitoring for anyone who may be affected.

15. Foundation

Christine Fossett, Associate Vice President of Advancement, reported that tonight is Scholarship Night in the TransAlta Commons (TAC). If the RSVPs are an accurate

indication, there will be record attendance tonight. Over 320 students have responded that they will be attending.

The Foundation funds tuition for any valedictorian/salutatorian who earned this distinction within the last five years. This year, there are 28 valedictorian/salutatorians on campus. The Foundation needs to determine where the funding for these students will be generated providing an interesting challenge for the Foundation.

New campus signs and maps are being installed. Amanda Haines is working with a sign team to come up with a plan to revitalize and update the existing signs on campus.

The billboard in Chehalis will be refreshed next month.

Fall quarter finds the Hanke House crew busy on revisions, redesigning, and reworking many flyers and publications.

16. New Business

October 12, 2023 Board Meeting date change

The trustees discussed changing the Thursday, October 12, 2023 board date to Monday, October 16, 2023.

It was MOVED BY Pretrina Mullins THAT THE BOARD CHANGE THE DATE FROM THURSDAY, OCTOBER 12, 2023 TO MONDAY, OCTOBER 16, 2023. THE MOTION CARRIED UNANIMOUSLY.

17. Old Business

Strategic Planning

Fia Eliasson-Creek, Executive Director of Institutional Research, reported the implementation phase of the Strategic Plan will begin in fall quarter. This fall, work groups will be convened to develop and review draft objectives, develop strategies, and review baselines and targets. Fia reported that she tries to involve employees from the different areas on campus for their different perspectives. She is hopeful that there will be employees who don't usually participate. There will be six to ten people with the possibility of two workgroups.

Teacher Education and Family Development Center

Dr. Mohrbacher reported that the design work is almost completed. However, the college received information from the State Board for Community and Technical Colleges (SBCTC) that the wait could be four years rather than two years. There isn't any detail or rationale on the budgets. It is hopeful more information will be available at the Washington Association of Community and Technical Colleges (WACTC) presidents' meeting.

Field Design

Dr. Mohrbacher reported that the contract on the athletic field is still not closed. There are one or two sub-contractors' contracts that need to be finalized before the college can close with the general contractor.

Guided Pathways

Georganne Copeland, Guided Pathways representative, provided an update to the Guided Pathways platform.

Georganne gave a brief history of her current role with Guided Pathways. Georganne has met several times with faculty since the spring.

These are a few faculty concerns/issues:

- 1) Everyone is tired and there have been too many changes these past few years
- 2) The pandemic caused disruption and major retooling of classes
- 3) The ctcLink conversion
- 4) The ransomware attack
- 5) EAB Navigate
- 6) The four-day schedule

Georganne acknowledged that faculty expressed their concerns regarding change. Perhaps the faculty members are resistant to Guided Pathways ideas because it is yet another change for them.

These are the concerns/issues that faculty listed with the Guided Pathways:

- 1) Students are being lost when they declare "undecided"
- 2) The exploratory path is being discouraged
- 3) There is a push for students to be full time
- 4) No consideration for Transitional Studies students or students who may have multiple responsibilities
- 5) The process used in reviewing education plans
- 6) Focuses on younger students (Running Start)
- 7) College 101 – who is teaching it? Who oversees it? What are the details?
- 8) Focuses on job training and not education

Georganne noted that there are some things to work on.

- 1) Complete the education plans
- 2) A more robust presence of areas of study on the public facing website
- 3) Gather and process data to support and confirm the changes being made
- 4) Address advising concerns

Dr. Cox added that the Guided Pathways Committee has been disbanded because the work is now operational. The Guided Pathways role is to provide the pipeline and contact with faculty as the changes are implemented. This may be difficult and there may be some controversy and opinions that may be contrary.

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 or to

review professional negotiations. At 4:47 pm board members moved into executive session for the purpose of reviewing the performance of a public employee, consulting with legal counsel, and to consider the sale and acquisition of real estate. The executive session is expected to last approximately twenty minutes. Action will be taken after the executive session. The board reconvened into open session at 5:20 pm.

19. Action from Executive Session

It was MOVED BY Annalee Tobey THAT AS OF OCTOBER 1, 2023, THE BOARD WILL RAISE DR. MOHRBACHER'S SALARY TO 2% ABOVE THE MEDIAN SALARY RANGE OF \$250,000.00 FOR A TOTAL OF \$255,000.00 THE MOTION CARRIED UNANIMOUSLY.

20. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Monday, October 16, 2023 via WebEx and Centralia College Boardrooms, Centralia, WA.

21. Comments

The Centralia College Board of Trustees meeting schedule for 2024 needs to be acknowledged as acceptable by the trustees. The schedule is submitted to the State of Washington for approval. The trustees acknowledged the schedule and requested an electronic copy. The President's Office will ensure all trustees receive the document.

The trustees noted that they support the idea of becoming an "Employer of Choice".

Adjournment

The meeting adjourned at 5:40 p.m.

APPROVED:

Court Stanley, Board Chair

Dr. Bob Mohrbacher, Board Secretary