MINUTES

• Study Session

Dr. Mohrbacher gave a PowerPoint presentation on the Centralia College Mission Focus Areas. The abbreviated report referenced the mission statement and provided the benchmarks, objectives and indicators that provide the information on whether the college is meeting the goals of the institution.

Dr. Mohrbacher explained the objectives and how the benchmarks are scored. A scoring rubric was provided as well as the data that was used to determine where the college was meeting the benchmarks, where there was room for improvement, and where the benchmark was not met.

The trustees will receive the full report to review prior to the May 14, 2020 meeting for final acceptance and approval.

1. Call to Order
   Board Chair Mark Scheibmeir called the meeting to order at 4:30 p.m.

2. Roll Call
   Board members present via WebEx:
   Mark Scheibmeir, Chair
   Debbie Campbell, Vice Chair
   Doris Wood-Brumsickle
   Jim Lowery
   Stuart Halsan

3. The flag salute was not recited.

4. COVID-19 Update:

   Dr. Mohrbacher requested using the Introductions section of the board meeting for a COVID-19 update from the different areas on campus.

   Dr. Elizabeth Grant, Dean of Corrections Education, reported receiving updates from the Department of Corrections (DOC) daily. The plan for staff is to return to their sites beginning Friday, April 10, 2020. The DOC is providing gloves and masks for those employees returning. The State Board for Community and Technical Colleges (SBCTC) has deemed there will not be any face to face instruction. The staff realize and understand they must be comfortable doing their job or they work remotely or take
leave. Dr. Grant provided a brief description of how the corrections sites will operate within the guidelines of the SBCTC and DOC.

Steve Ward, Vice President of Finance and Administration, gave a brief description of the process that the Facilities, Operations, and Maintenance (FOM) staff are using when employees access campus buildings. The process aligns with the Center for Disease Control (CDC) guidelines; major buildings have been vacated and there is limited access to other buildings. The TransAlta Commons (TAC) is the most used building; it houses financial aid, registration and the bookstore. The FOM staff wipe and sanitize after daily use. The Hanson building is also used often; it houses the Business Office as well as payroll services. The Walton Science Center will be used only for the Certified Nursing Assistants (CNA), nursing and medical assistant students and will also receive the daily sanitizing as per CDC guidelines.

Dr. Joyce Hammer, Vice President Instruction, reported that there are challenges providing the diesel, welding, and health-care labs. There are some challenges with biology labs; many of these classes rely on hands-on learning environments. The faculty have been creative; some are making their own videos and taking difficult subjects to the online environment. The SBCTC has posted faculty examples to demonstrate how to adapt classes to online.

WebEx and Zoom have helped make classes go virtual; even the debate class will be going forward in the online environment. There have been concerns with the reliability of the internet connection; not only for students, but faculty and staff as well. Meeting the student’s technology needs may be the biggest issue the college may have.

Board Resolution with regard to NWAC Women’s Basketball Championship

Dr. Mohrbacher requested the trustees acknowledge the Centralia College women’s basketball team for their extraordinary 2019-20 season. They were the number one seed in the Northwest Athletic Conference (NWAC) with a 14 – 0 in conference play record. Due to the COVID-19 pandemic, the tournament was cancelled and the women did not get a chance to compete in the tournament. Dr. Mohrbacher sent a draft resolution for the trustees’ review.

It was MOVED BY STUART HALSAN THAT THE BOARD APPROVE THE RESOLUTION WITH REGARD TO THE NWAC WOMEN’S BASKETBALL CHAMPIONSHIP. THE MOTION CARRIED UNANIMOUSLY.

5. 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 March 12, 2020. THE MOTION CARRIED UNANIMOUSLY.
It was MOVED BY DEBBIE CAMPBELL THAT THE BOARD APPROVE THE SPECIAL MINUTES OF March 20, 2020. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Trustee Activities

    Mark Scheibmeir thanked Doris Wood-Brumsickle for preparing the written thank you from the trustees that went out via e-mail to the college employees for their extra efforts during this time of remote operations.
    Janet Reaume reported that handwritten thank you notes were sent to John Abplanalp, Lewis County Public Health Deputy Director, for taking time out of his schedule to come and speak to the campus. Handwritten notes of appreciation were also sent to the high school counselors for attending the trustee's environmental scan(s).

WA-ACT

    The Board of Trustees nomination of Jim Lowery for the Trustee Leadership Award has been submitted.

ACCT

    No report for April 2020.

CC Foundation

    Mark Scheibmeir commended Christine Fossett on maintaining communication on Foundation business when members are not otherwise able to come together.

President’s Report

    Dr. Mohrbacher reported that the college will be on remote operations through May 4, 2020. When the college is able to return, it must remain on limited operations. The college will be able to hold a few more lab classes, however regular operations will not be resumed through spring quarter.
    Commencement – The college will not be holding commencement in its usual fashion. A survey has gone to students asking for their opinion in regards to the commencement celebration. 150 students have already responded.
    Honorary Degree – The trustees voted to present an honorary baccalaureate degree to former trustee Joanne Schwartz at the 2020 commencement. Due to extenuating circumstances, the trustees decided to postpone the awarding of the degree until the 2021 graduation celebration.
    Federal Stimulus dollars – Dr. Mohrbacher invited input on how to distribute stimulus dollars to students. The student’s expense must be related to a COVID-19 expense/cost/inconvenience. In early discussion it is hoped that some of the funds can be saved for summer or fall quarter. The funds should be available approximately April
15, 2020. The college is slated to receive roughly $730,000 for student use and $730,000 for college use.

Late Start Classes – Instruction staff are developing some “late start” classes that may appeal to Running Start students who are not able to return to high school. These classes would roll out in a couple weeks.

The college received a letter from the Lieutenant Governor as did all the other colleges in the state. His letter suggested that pass/fail grading should be implemented to aid students in difficult situations. This is not a viable option for Centralia College; it could compromise student’s results.

In May and June, newly tenured faculty and retiring staff are celebrated. An alternative way to recognize these individuals must be implemented. Any suggestions or ideas should be forwarded to the President’s Office.

**ASCC**

Aaron Fowler, ASCC President, reported that the COVID-19 crisis has made it tough on students. He reported that the students are doing well despite this setback and want to come back for spring.

Aaron commended Price Peterson and Jacob Beach for their work at the Centralia College Food Pantry. They have been doing an amazing job and providing a necessary service.

The eSports team is still able to function and are doing well. They qualified for playoffs in several eSports tournaments.

Aaron explained a student worker is not eligible for stimulus funds nor is a student who has been claimed as a dependent on their parents’ taxes. The college is doing what it can to help student workers by offering training options and some telecommute work.

**Faculty**

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, reported the faculty have been working at reconfiguring their classes for the online environment. Dr. Mitchler commended the eLearning Department for their heroic efforts; eLearning staff have been supportive and helpful! Faculty members appreciate the support and quick turn-around that has been provided in the combined efforts to serve students well.

**Classified**

Renae Z’berg, Classified Staff representative, explained the classified report was much different this month. Many classified employees shared their experiences working remotely and their stories about their telecommute work experiences were quite humorous.

**Instruction**

Dr. Joyce Hammer, Vice President Instruction, thanked Dr. Mitchler for her role as information conduit for the faculty. Anything that Instruction should know or be aware of - Sharon is quick to communicate and respond. Dr. Hammer also expressed her
appreciation for Renae Z’berg and how Renae’s background in chemicals has and their application has helped the college in this trying time.

A full-time nursing faculty, Michelle Jeffries, has been hired. The college was fortunate to have a strong pool with good applicants; it is difficult to obtain nursing faculty.

Bobby Berger was hired as business management faculty; he is from east Lewis County.

The late start Running Start classes will be launched when operations resume May 4th. Summer quarter will benefit by additional offerings for any students hoping to make up lost time from COVID-19. The spring classes continue to operate although some of them have low enrollments; it is the college’s commitment to keep what students that are enrolled and ensure there are options.

Public Information Office

Amanda Haines, Director of Public Relations, reported on how the different marketing strategies have been faring.

The Bachelor of Applied Science (BAS) programs Diesel and Information Technology ended up with approximately 2,500 views. 46% of the people who watched these ads watched them entirely. The BAS-D ad did well in King County, Portland and Boise with all age groups represented fairly equally. The BAS-IT ad struggled so it was revised mid-stream. It had about 2,200 views with 31% watching it all the way through. The IT ad performed best in Olympia, Grays Harbor and Cowlitz counties with very few from Lewis County viewing. BAS-M, Running Start, and GED diploma ads will be starting within the next two weeks on YouTube.

The PIO is taking advantage of increased activity in the college’s social media channels; college page views are up 200% in the last 30 days and our followers are up 300% in the last 30 days.

There will be a pro-jobs marketing campaign. The message will be, “If you need a job – the college is where you can come to get the skills and knowledge you need to obtain a better profession!”

The Washington State College Grant and its potential for eligible students to have college paid for is also continuously being advertised.

Human Resources

Julie Huss, Vice President Human Resources, reported there are some new leave categories that have been introduced due to COVID-19. The Human Resources Office is waiting for codes from the State Board to implement those leave codes appropriately.

E-mails are sent out regularly to employees regarding the rules of teleworking. Emails are also sent regarding the online resources available and how to deal with the stress of teleworking. Some people cope with this better than others. Overall, most employees are handling it better than expected.

Several employees e-mailed a response to let HR know they appreciated the efforts to stay connected, in communication, and informed.
**Student Services**

Dr. Robert Cox, Vice President Student Services, commended the different areas within Student Services for their commitment to service by creating and crafting innovative ways to connect and engage with students. Every area has done something unique and different to maintain their connection with students.

Two calling campaigns were initiated last week. All the students who have never taken an online course prior to this quarter were contacted. Students appreciated that the college reached out to them to see if they were having any issues or concerns about an online environment. The second calling campaign involved students who had not yet logged in to Canvas. Hopefully, this should alleviate the drop for non-attendance.

**Administrative Services**

Steve Ward, Vice President Finances and Administration, provided a synopsis of the college’s revenue.

Before the COVID-19 issue began, the college was looking at approximately $100,000 to $150,000 shortfall due to falling enrollments.

With all of these unexpected events, there has been discussion regarding the funding that the college was expecting. Perhaps some of the funding will not be approved such as the Cost of Living Adjustments (COLA) and the money that was to be for “high demand” categories. The revenue forecast for the state will be significantly less based on the COVID-19 event.

The college will have to consider 1) what does our enrollment look like for next fall? and 2) what does the state general picture look like for appropriations?

The sewer line on the south side of the Hanson building has been fixed. The new sidewalk is a definite improvement to the west entrance of the gymnasium.

The tech building on the west end of campus is receiving new siding; that project was deemed essential. New siding and paint have given the older building a much-needed facelift.

**Foundation**

Christine Fossett, Foundation Executive Director, reported the COVID-19 event has affected the Foundation in two ways. Donations are much slower to come and the donations that have come in have been slower to be receipted.

**6. New Business**

**Presidential Evaluation**

Dr. Mohrbacher stated that if the trustees want to follow the established evaluation format, this is the year that the trustees would receive information from those employees that report directly to the president. Dr. Mohrbacher requested information from the trustees on how they would like to proceed.

Doris Wood-Brumsickle agreed to create/craft the questions for the direct reports and work with Julie Huss to coordinate the logistics. The trustees would like to be able to discuss the evaluation at the annual board retreat.

Stuart Halsan added that under Carver, the evaluation should be relative to the monitoring reports.
7. **Old Business**

Guided Pathways
Dr. Hammer reported the Guided Pathways work has taken a brief hiatus due to COVID-19 but that the Guided Pathways Steering Committee is planning to meet remotely and get back on track.
Dr. Hammer is meeting next week with the State Board Guided Pathways team to discuss things moving forward. The SBCTC has received Centralia’s work plan but no feedback has yet been received.
There is concern regarding the Guided Pathways funding; it very well may be reduced and Guided Pathways will be working with limited resources.

Naming
Janet Reaume reported she has been in contact with the artist this week. He was expecting a deposit before starting the project. The college will pay for the item in full upon receipt but does not typically do deposits.

Environmental Scan – Counselors K12
Dr. Mohrbacher described the discussions with the counselors as useful and productive – they confirmed some things that were already known. The counselors would like to see more professional/technical programs in east county and they would like regular Centralia College presence and contact – they welcome it.
Mark Scheibmeir reported that the applications for enrollment, financial aid, and scholarships were reported as cumbersome.
Dr. Robert Cox said that most of those issues are currently being fixed; the COVID-19 issue has forced the college to move forward on repairing these processes. The counselors also reported having issues with the online orientation; they don’t see it as a valuable part of the enrollment process. Because of this, a review of the enrollment processes is in place.
Christine Fossett is working on refining the online Foundation scholarship process. Currently the Foundation is taking feedback: 1) What works well and 2) What isn’t intuitive. Those things that can be fixed will be and then an appeal to the software company to fix those other things will be in order.

8. **Policy Governance**

Policy Updates
Dr. Mohrbacher reported there are no board or administrative policy updates for the month of April 2020.

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 thirty minutes. At 5:55 pm board
members moved into executive session for the purpose of reviewing the performance of a public employee and consultation with legal counsel regarding professional negotiations. The executive session is expected to last thirty minutes. The board reconvened into open session at 6:20 pm.

10. Action from Executive Session

    There was no action from executive session.

11. Comments

Announcement of Upcoming Meeting Date and Place:

    The next board meeting will be Thursday, May 14, 2020.

Adjournment

    The meeting adjourned at 6:23 p.m.

APPROVED:

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Mark Scheibmeir, Board Chair  Dr. Bob Mohrbacher, Board Secretary