MINUTES

• Study Session

Michelle Harris, third year probationary faculty, gave a PowerPoint presentation on “Sea the Change.” Michelle provided a demonstration on sea levels using separate containers to represent land ice, grounded ice, and floating ice. Michelle explained that visuals helped her students understand the concept of rising sea levels and the effects of climate change on the earth. Michelle engaged the audience using https://pollev.com/, a web-based system that embedded the interactive activities into the presentation. The audience was polled and answered questions on their mobile phone as the computer updated with live responses.

Cindy Broadbent and members of the TRiO Club gave a presentation on the TRiO Making A Difference Day. Cindy and the students provided information on how the club helps children, family members, and the community. Cindy also provided the history of the club and how long it has been in operation. The projects students have undertaken are a result of their desire to “make a difference” in their community. Cindy thanked the trustees for the opportunity to report on all the things the TRiO Club organizes.

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

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

3. The flag salute was led by Dr. Mohrbacher.

4. Introductions:

   There were no introductions at the February 2020 meeting.

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 January 9, 2020. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Trustee Activities

Stuart Halsan attended a performance of Fun Home.

Jim Lowery and Doris Wood-Brumsickle attended the Sports Hall of Fame luncheon and presentation.

Mark Scheibmeir attended the lyceum on mass shootings and was able to speak to the presenter who stated community colleges seem to be at risk more than larger universities. Mark also attended the men’s and women’s basketball games.

WA-ACT

All trustees will be attending the ACT 2020 Winter Legislative Contact Conference February 17, 2020. Aaron Fowler, Transforming Lives nominee, will also be attending the event.

Mark Scheibmeir noted that there are no legislative meetings scheduled for Tuesday, February 18.

Dr. Mohrbacher added that a request by Arlen Harris, Legislative Director at State Board for Community and Technical Colleges (SBCTC), to contact Representative DeBolt has been made; Debbie Campbell and Dr. Mohrbacher will arrange a meeting with Representative DeBolt in the following week.

Janet Reaume reminded the trustees that the nominations deadline for the ACT Awards is March 23, 2020. Each year, ACT recognizes individuals who have been outstanding in the community and technical colleges system. ACT is accepting nominations in these categories:

- Trustee Leadership
- Equity
- Chief Executive Officer
- Partner of the Year
- Faculty Member
- Professional Staff Member

A special awards ceremony and dinner will be held on May 14, 2020 during ACT’s spring convention hosted by Edmonds Community College.

ACCT

There is no report for February 2020.
CC Foundation
Doris Wood -Brumsickle, Foundation liaison, reported there are several upcoming events to be aware of:

- March 26, 2020 – The Southwest Washington Flexible Training Center (SWFT) will host a groundbreaking ceremony at 9:00 a.m. There will be construction equipment on site for photo opportunities; several hundred people have been invited to attend.
- March 24, 2020 – Foundation Night at the Oly Club. Half of the proceeds generated that night will go towards funding scholarships.
- April 3, 2020 – The Merce Cunningham movie will debut in Corbet Theater. The Centralia Ballet Troupe will also give a performance that night.
- November 20, 2020 – Charlie Albright will be performing in Corbet Theater. Tickets have not yet been offered for sale.

Additionally, the Foundation’s housing subcommittee voted to purchase property on Ash Street; the Foundation will be closing on the property Friday, February 21, 2020. The proposed plan for this property will be student housing. To provide a realistic estimate on the costs associated with a project of this scope, the architect has provided a schematic of a three-story building that would include apartments ranging in size from studio to six beds. The building would also provide 1,200 square feet of commercial space per zoning requirements.

President’s Report
Dr. Mohrbacher reported that the letter from the Northwest Commission on Colleges and Universities (NWCCU) addressed the seven recommendations the college received during its accreditation visit in the spring of 2018. Five of the seven recommendations were considered fulfilled; this is the best outcome the college could have expected. The final two recommendations will be addressed at the spring 2021 Mid-Cycle Evaluation Report.

c.tcLink update - Of the five colleges originally scheduled to launch on March 9th, Lower Columbia and Olympia College will be going live on that date. Peninsula has not yet committed to moving forward and Pierce and Cascadia Colleges have requested a deferred start date. It has already been proposed that the start dates of DG4 colleges be postponed; it was also suggested that the decision to postpone DG4 launch dates be made based on information closer to the original go live dates. Decisions will also be based on how well the deployment goes with these two groups this spring. There are still issues regarding the accessibility features of PeopleSoft.

Dr. Mohrbacher reported that Joyce Hammer, Robert Cox, Jake Fay and Christian Bruhn met Washington State University (WSU) administrators in Pullman on Monday, February 10. The group had back-to-back meetings and several discussion topics:

- Dual admission feature – students who are admitted to Centralia College will be provisionally admitted to WSU at the same time; this could apply to Pullman, Vancouver, or Global Campus.
- WSU could provide Centralia with information about students from Lewis County who attended WSU directly out of high school and have stopped out.
- Centralia College could provide a lab environment for WSU students enrolled in their Global Campus.
• Exploring the option of a co-advising model.
• Exploring the option of expanding services to Centralia College students who graduated with their two-year degree and did not transfer to or finish a four-year program.

Centralia College staff visited with several of the WSU programs and ideas were exchanged. The trip was informative and productive.

Ellen Hinderlie, Director of Nursing, added that preliminary discussions have started with WSU regarding dual admission in a Bachelor of Science in Nursing (BSN) degree when enrolling in classes at Centralia College.

Dr. Mohrbacher noted that no decision has been made regarding faculty sabbaticals this year. Given the budget situation, the college may have to suspend sabbaticals; the trustees will be apprised of any information as it surfaces.

ASCC
Aaron Fowler, ASCC President, reported Student Government has met with the artist who is designing the Student Leadership Hall of Fame tree plaque. The location of the plaque has been tentatively determined.

The 2020-21 Student Budget requests have been distributed and were due back by February 7, 2020. As soon as all of the requests are in, the students will set up a committee to decide what requests will be granted.

The Coaches versus Cancer was a good event, however, there was low student turnout.

Brian Rauscher, Counselor, came and spoke to Student Government about the Guided Pathways initiative and the development of meta majors.

Student Government received a $1,000.00 donation from the St. Timothy Episcopal Church. The money was used to stock the shelves of the campus Food Pantry with more supplies; approximately 60 students currently use the pantry.

Faculty
Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, reported ten faculty members will be speaking Monday, February 17, 2020 at the Labor Lobby Day for Higher Education. It is the chance for faculty members to speak directly with legislators.

Instruction
Dr. Joyce Hammer, Vice President Instruction, reported that Centralia College has been approved to have a site location at the Chehalis Green Hill School. Instruction staff have been working to provide classes at the site for spring quarter and also into the next year. With recent legislation, all youth offenders up to the age of 25 who are currently housed at other correctional institutions will be transferred to Green Hill School. This provides the college with an opportunity to offer classes to a larger population of students. As these students return to their home counties, the credits they earned while enrolled in Centralia College classes provides them with an opportunity to transfer to a college near them. All of the Centralia College classes that will be offered will be transferrable.
Mark Scheibmeir requested further information regarding the college and how it is able to expand its services into other institutions.

Joyce Hammer explains that the union between Green Hill School and Centralia College will be beneficial; Green Hill has educational resources and the school is interested in having the college at their institution. There is also the potential for Running Start enrollments which would be a financial benefit to the college.

Christian Bruhn, Dean Arts and Sciences, stated that the finalists in the Statewide Inspirational Speech Championship will be coming to campus in July. The pre-judging will be via YouTube and there are a number of judges lined up for that task, including Secretary of State Kim Wyman. Several colleges have expressed interest in this event but only the top five speakers in the state will be coming to campus in July.

Kelli Bloomstrom, Dean of Instruction Transitional Studies, explained the Open Doors Youth Re-engagement model through the Office of the Superintendent of Public Instruction (OSPI). This program would provide educational opportunities for students aged 16 to 21 who do not have sufficient credits to graduate by the time they are 21. Providing an alternative option for these students and partnering with the local area high schools will provide these students an opportunity to engage in college level classes.

Connie Smejkal, Dean of Instruction, Business, Education and Family Development, reported that the Early Childhood and Education Assistance Program (ECEAP) was selected to participate in a pilot program, Early ECEAP. The leadership team will participate in readiness training with the Department of Children, Youth and Families (DCYF) and plan for implementation of the pilot program in the fall of 2020.

Joyce Hammer explained that the ramifications of House Bill 1702, informing students of low-cost course materials, was not going to be a problem. The courses would need to be identified and there is an effort within the State Board system to work on low cost labeling. Several faculty members use Open Education Resources (OER) so the college will be able to move forward with course labeling.

**Public Information Office**

Amanda Haines, Director of Public Relations, reported on several different marketing strategies currently under way.

The spring preview mailer will have more pages and include a reply card that a prospective student could fill out. Amanda will track the responses from the reply card.

The summer mailer will also have more pages and will highlight some of the credit offerings and class information.

Centralia College is advertising with the Northwest Athletic Conference (NWAC) as teams head to the basketball play-offs.

The college is advertising on the radio at the local area high school sports games.

Running Start orientations start March 2, 2020; the marketing for that program is already in the works.

**Human Resources**

Julie Huss, Vice President Human Resources, had nothing additional to report.
**Student Services**

Dr. Robert Cox, Vice President Student Services, reported the Student Emergency Assistance Grant (SEAG) program has generated 34 requests for assistance. Of the 34 requests, 10 were denied based on the merit of the request. The emergency funds are largely going towards rent, car repairs, and utilities. The program allows colleges to provide monetary assistance to students experiencing unforeseen emergencies or situations that affect the student’s ability to attend classes.

Robert announced TRiO Night will be held Wednesday, April 29, 2020. There will be a Corn Hole Tournament on campus again this year; the event will take place June 19 – 21, 2020 in the TransAlta Commons building and benefit the Presidential Scholarship fund. It is hopeful that the trustees will provide a team for the fund raiser.

**Administrative Services**

Steve Ward, Vice President Finances and Administration, provided a first draft of a quarterly budget to the trustees that explained the District Enrollment Allocation Base (DEAB), the impact of enrollment, college revenue, college expenditures and a projected dollar over/short based on enrollment projections.

Currently, the college is close to 400 Full Time Equivalents (FTEs) below its district enrollment allocation. Tuition is impacted by approximately $100,000 but that number is fluid and subject to fluctuation.

Steve clarifies the Student Achievement Initiative (SAI) funding by explaining that the college received over $200,000 of SAI monies. The funding model is difficult to understand and funds from the SAI are unpredictable, at best. That money was used to offset lower tuition collections.

The ancient concrete sewer line from the gymnasium failed a week ago. The repairs to the system will be ongoing the week of February 10 – 14 with the expectation that the gym will be operational by the end of this week. The admin parking lot is currently closed to allow the contractors room to work; the old line is being abandoned and a new line is being installed. The college was able to secure matching funds for the repair from the State Board for Community and Technical Colleges (SBCTC).

**Foundation**

Christine Fossett, Executive Director, reported she submitted the monthly report in a new format. If there is anything that the trustees would like to see differently, please let her know.

Christine stated that the Foundation realizes it has undertaken a major project regarding the proposed student housing plan. The Foundation knows what the first steps are and will be diligently moving forward. Dr. Mohrbacher added that there are still several variables but the project does seem quite doable; the investment in the property alone is worthwhile.
6. **New Business**

**Summer Retreat date**
Board members selected Thursday, July 9, 2020 for the annual board retreat. No site has been chosen as to where it will be held.

**Accreditation Update**
Dr. Mohrbacher stated that he provided the Accreditation Update in the President’s Report; the President’s Office has an electronic copy of the letter from the Northwest Commission on Colleges and Universities (NWCCU) if anyone would like a copy.

7. **Old Business**

**Guided Pathways**
Dr. Hammer reported the Steering Committee is meeting monthly with the current focus of completing the first Guided Pathways work plan. The work plan is due to the State Board for Community and Technical Colleges (SBCTC) in early March 2020. The work plan covers fifteen essential practices related to Guided Pathways; SBCTC will provide feedback about the work plan to the committee in April.

The committee is also working on meta major development with a goal of finalizing them by summer and will be asking for input from students to find out their perspective.

Gwen Nuss was hired to work on Guided Pathways data; she will be joining Scott Wagemann in the Institutional Research office. She will begin employment in mid-March and will be on campus by the first of April.

**Naming**
Dr. Mohrbacher reported Janet Reaume and Steve Ward have been working with Doug Hitch, the artist, to determine the best placement and visibility of the Writing Center sign. Measurements were taken after a decision to move the signage into the north facing window where it will be seen by anyone approaching via the wooden stairs. Expected completion of the project would be June 2020.

**Environmental Scan – Counselors K12**
Dr. Mohrbacher provided the revised list of questions to the trustees for review regarding the upcoming environmental scan with local area high school counselors.

The dates are Tuesday, March 10, 2020 at Centralia College East from 1 to 3 pm and Wednesday, March 11, 2020 at Centralia College main campus. Invitations to the counselors have been sent; there are 9 responses to date.

Dr. Mohrbacher requested that at least two trustees be at each meeting. The trustees’ role will be to ask the questions and to have the conversations with the counselors.
Jim Lowery will attend the east campus meeting; Mark Scheibmeir will let the President’s Office know of his availability within the next few days.

**Honorary Degree**

Mark Scheibmeir requested an update regarding the decision of awarding the honorary Bachelor of Applied Science (BAS) degree to former trustee Joanne Schwartz. The nomination was submitted to the Honorary Degree committee who unanimously agreed that Ms. Schwartz is worthy of receiving the honorary BAS degree at the June 12, 2020 graduation.

It was MOVED BY DORIS-WOOD BRUMSICKLE THAT THE CENTRALIA COLLEGE BOARD OF TRUSTEES AWARD JOANNE SCHWARTZ AN HONORARY BACCALAUREATE DEGREE AT THE JUNE 12, 2020 GRADUATION CEREMONY. THE MOTION CARRIED UNANIMOUSLY.

Mark Scheibmeir suggested inviting the past presidents and former trustees to join the trustees prior to donning their ceremonial regalia. A small reception held prior to the festivities would allow more time for conversation and interaction.

**8. Policy Governance**

**Board Policy Updates**

Dr. Mohrbacher requested the trustees review and approve the GP-4 Board Job Description and Executive Limitations policies.

Dr. Mohrbacher provided a proposed reorder of the Board Policies; the policies will start with the mission statement which is broad and encompassing and work down to the more specific policies.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD APPROVE THE BOARD POLICIES 1) GP-4 BOARD JOB DESCRIPTION AND 2) EXECUTIVE LIMITATIONS AND ADOPT THE PROPOSED RENUMBERING SYSTEM FOR THE CURRENT BOARD POLICIES. THE MOTION CARRIED UNANIMOUSLY.

**Policy Updates**

Dr. Mohrbacher reported these policies were reviewed and updated at the February 5, 2020 Institutional Effectiveness meeting:

- 1.102 Emergency Notification
- 1.255 Public Information Services
- 4.045 Auditing

Policies below were placed under review:

- 3.150 Field Trips
- 4.100 Grade Forgiveness
Policies below are new:
- 1.099 Timely Warning Notifications

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 6:15 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 forty-five minutes. The board reconvened into open session at 7:25 pm.

10. Action from Executive Session
    There was no action taken from executive session.

Announcement of Upcoming Meeting Date and Place:
    The next board meeting will be Thursday, March 12, 2020.

Adjournment
    The meeting adjourned at 7:25 p.m.

APPROVED:

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