MINUTES

• Study Session

Emily Sprafka-Coleman, third year probationary faculty, gave a PowerPoint presentation on “Why am I even taking this class; Redesigning Chemistry Curriculum.” In the past, there was only one class offered for students with various science requirements who needed to take some chemistry. Developing three different classes with differing math requirements provided an option for those students who need a science credit but are not science majors, the nursing and Allied Health students, and the Science, Technology, Engineering and Math (STEM) students.

Emily provided an interactive experiment to demonstrate one of her forensic science technologies she uses in class.

Dave Stolier, Senior Assistant Attorney General, gave a PowerPoint presentation on the Open Public Meetings Act (OPMA). This law requires all meetings of governing bodies of public agencies be open to the public. OPMA contains specific provisions regarding regular and special meetings, executive sessions, the types of notice that must be given for meetings, the conduct of meetings and the penalties and remedies for violations. All governing bodies must complete OPMA training and a refresher training is required every four years.

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 Jim Lowery.

4. Introductions:

   Dr. Mohrbacher introduced Gwen Nuss, Guided Pathways Institutional Researcher. Gwen was to join Scott Wagemann in the Institutional Research Office; however, the
college will be bidding Scott farewell. Scott has taken a job with Cayuse Technologies
down in Portland and has submitted his letter of resignation to Centralia College.

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 February 13, 2020. THE MOTION CARRIED
   UNANIMOUSLY.

Trustee Reports

Trustee Activities

   Stuart Halsan attended Blazer Con 3.

   Mark Scheibmeir attended the Lewis County Public Health Department presentation
   on Wednesday March 11, the trustees’ environmental scan with high school counselors
   on Thursday March 12, and the well-attended Rising Tide Seminar on Friday, March 6.

WA-ACT

   Mark Scheibmeir said there was robust discussion at the winter meeting regarding
   the ctcLink progress. System trustees reported anxiety regarding the impending
   implementation and lack of communication.

   Dr. Mohrbacher stated that the “go live” deployment at Lower Columbia College has
   been reported to be going well although there is plenty of work to do before everything
   is running smoothly. There has not been any information about Olympic College’s
   deployment. ctcLink has had several ongoing issues but there is work on a
   communication plan and timeline; ctcLink will not be delayed due to the concerns
   regarding disability access.

   Doris Wood Brumsickle suggested that it would be apropos to nominate Trustee
   Jim Lowery for the WA-ACT Trustee Leadership award. The trustees collectively agreed
   that it would be fitting.

   It was MOVED BY DORIS-WOOD BRUMSICKLE THAT THE CENTRALIA
   COLLEGE BOARD OF TRUSTEES NOMINATE JIM LOWERY FOR THE WA-ACT
   TRUSTEE LEADERSHIP AWARD. THE MOTION CARRIED WITH ONE
   ABSTENTION.

   A special awards ceremony and dinner will be held on May 14, 2020 during ACT’s
   spring convention hosted by Edmonds Community College.
ACCT
No report for March 2020.

CC Foundation
Doris Wood -Brumsickle, Foundation liaison, listed upcoming events trustees need to be aware of:
• March 24, 2020 – Foundation Night at the Olympic 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.
• May 9 - Foundation Night at the Theater. The production will be Into the Woods; a musical to be held in Corbet Theater.

Additionally, the annual report to the community is scheduled for April; however, the place and time have not yet been determined.

President’s Report
Dr. Mohrbacher reported two personnel changes: Kerry Trethewey – Associate Math Professor, Transitional Studies and Nancy Keaton – Director, Family Development; BAS-TE Data Administrator have both submitted their letter of intent to retire at the end of June 2020.

Legislature – The Senate has recommended a one-time reduction to the Guided Pathways budget of $18 million in order to address a deficit in revenue collection in the Workforce Education Investment Fund. Senate Bill 6492 will restructure the Business & Occupation Tax (B&O tax) and surcharges put in place by legislation passed last year to fund investments in public colleges as well as provide grants that increase access for low-and medium-income students.

HB 2864 Running Start Summer School Pilot Program has passed. This bill allows students an opportunity to enroll in and complete courses offered by an institution during its summer academic term. Colleges participating in the pilot program must agree to the pilot project for a period of time that includes two consecutive summer terms. Centralia College will apply to be a participant in the pilot program.

Chris Reykdal, Office of the Superintendent of Public Instruction (OSPI), met with WACTC to discuss the current legislative session and other issues. The presidents made clear to the Superintendent their dissatisfaction with OSPI’s lack of communication and effective partnership during the current session. This involves the Dual Credit funding bill, SB 6505, as well as an amendment that would require detailed financial reporting by the colleges with regard to Running Start funding. While the colleges and OSPI share many of the same goals, there is a need to work together to develop legislative proposals that can be effectively implemented.

Dr. Mohrbacher added that he has a legislative call on March 13 in the afternoon. He will be updated and apprised of other legislative outcomes and details that affect the community colleges.
ASCC
Aaron Fowler, ASCC President, was excused from the meeting.

Faculty
Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, reported faculty negotiations are in process.
The faculty are looking forward to tenure approval.

Instruction
Dr. Joyce Hammer, Vice President Instruction, explained that Career Launch programs provide students with real-life work experience related to classroom studies. Students graduate with skills to be competitive in the job market and gain valuable credential beyond a high school diploma. Centralia College will be applying to be a part of the Career Launch program; the college must have a program with a work-based component.

Dr. Hammer reported on the Community College Baccalaureate Association (CCBA) conference she attended with Christian Bruhn and Connie Smejkal. Dr. Hammer and Connie gave a presentation on the impact baccalaureate programs have on students in rural communities.

Dr. Hammer reported Centralia College will be submitting the application to the State Board for Community and Technical Colleges (SBCTC) for a pharmacy technician program.

Julie Nurse explained that she and Ryer Banta are working with faculty to move forward with the use of Open Education Resource (OER) materials. Centralia has already begun the work of labeling low-cost or OER materials; when Centralia College implements ctcLink, it will be mandatory that the college adopt OER labeling practices.

There was some discussion regarding the enrollments in the Diesel Technology and Information Technology programs. Both programs are currently experiencing low enrollment. Both programs will be marketed strongly this summer and it is hopeful that enrollment numbers will grow by this fall.

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

The Bachelor of Applied Science (BAS) programs are wrapping up for the season. Marketing will continue for Diesel and Information Technology as well as for the Running Start program.

A collaborative work effort has begun with the Financial Aid Department to let students know about the Washington State College Grant. There is potential for eligible students to have college paid for.

Amanda notes that a frequent YouTube viewer will notice that the platform has significantly increased the number of ads per video. This strategy has brought the price point on advertising down to a more affordable level. YouTube is able to extract data on ads; a 30 second CC ad is watched in its entirety by 40% of its audience. The Centralia
College ads are generating an audience from out of the area with views from Boise, Portland, Aberdeen, and Olympia with only a few views from within Lewis County.

**Human Resources**

Mark Scheibmeir requested additional information regarding the purpose of a search advocate on a hiring committee.

Julie Huss, Vice President Human Resources, reported the college hired Anne Gillies, Director Search Advocate Program, Oregon State University, to facilitate search advocate training in July 2019. The training stressed that a search advocate on a hiring committee should be someone who is not necessarily vested in the outcome of that position but be there to ensure the process is being followed. Ideally, the search advocate should test the committee on existing biases they may have and also review the position description and announcements to ensure there are no qualifications or requirements posted in the job announcement that may be barriers to people applying.

**Student Services**

Dr. Robert Cox, Vice President Student Services, reported the coronavirus may require increased flexibility and collaboration between Instruction and Student Services. There are students who have not enrolled in online courses before so there may be some anxiety with that modality.

In an effort to assist students who may have anxiety, Blazer Central is preparing to help alleviate those fears by offering increased support.

Instruction and Student Services are collaborating on the best ways to provide tutoring services, proctoring tests, administering labs, and other instructional related issues.

The college is investing in hotspots and additional laptops for students. Not all needs will be met but there are several resources that could be used in an emergency situation.

There may possibly be a decline in spring enrollments; as students move into a modality they may not be comfortable with, there could be students who fail classes or students who do not stay up to date with their online class demands or decide to not enroll in classes at all. Student Services is working to be proactive regarding the issues and concerns that may surface so those students don’t have problems with Financial Aid and veteran students are able to enroll in online classes.

Dr. Cox noted that the Chronicle ran an article on Oscar Escalante and the partnership between Centralia College and the Chehalis Foundation. The article highlights the good work between the two institutions and notes that the WF West class of 2017 had a 49% graduation rate from Centralia College within two years of their high school graduation; an increase of 10 percent.

Dr. Cox commended Aaron Fowler for his participation and engagement with enrollment growth. The Student Use Fee Committee has requested information on budgets and how money is spent and whether there are funds available that could be used on a position to grow enrollments.
Administrative Services

Steve Ward, Vice President Finances and Administration, provided a review of the Exit Conference from the Office of the Washington State Auditor. There were no findings or management letter the college needs to address. The college will have an Accountability Audit this fall; this will focus on the efficiencies of the college rather than the financial statements. The audit will look at the processes of different departments – payroll, student services, and human resources. The auditors will look at a wider range of processes to ensure the college is using state funds wisely and in the best possible manner.

The Information Technology (IT) department is working to ensure that faculty and staff are able to telework if need be. If the coronavirus pandemic escalates, it is imperative that the IT infrastructures are able to meet this demand.

The athletic field project continues; work continues on removing the buildings that need to be removed and acquiring the final two pieces of property.

The Business Office is currently working on preparing a budget for the 2020-21 year. Providing the Board of Trustees with an annual budget by the May 14 board meeting complies with the new Budget Oversight policy 5.005.

Foundation

Christine Fossett, Executive Director, reported the ground-breaking event on March 6, 2020 for the Southwest Washington Flexible Training (SWFT) Center went well. The 12,000 square foot building will be available for training programs for local industry, community groups, K-12 education and Centralia College programs.

Mark Scheibmeir commented that the trustees participated in environmental scans with local area high school counselors. Both groups reported that the Foundation scholarship application process was problematic and troublesome.

Christine states there is an April meeting scheduled and one of the agenda items is to discuss the online scholarship application process. This will include examining the software company that hosts the process and what fixes can be implemented.

6. New Business

Emergency Planning Update
Campus strategies currently in use on campus:
- WACTC has a system conference call with COVID-19 updates every Monday, Wednesday, Friday until the pandemic has subsided.
- Chuck Wallace issues a COVID-19 update every day on campus e-mail.
  Currently, the Lewis County Emergency Operations Center has opened as a precaution, however there are no reports of COVID-19 in Lewis County as of Tuesday morning, March 12, 2020.
- The Deputy Director of Lewis County Public Health & Social Services, John Abplanalp, was on campus to provide an update to the campus.
- Different areas on campus have discussed precautions they can take to help prevent against illness. Student Services created a pandemic plan if an outbreak
occurs. ECEAP and the lab schools have increased the time away from class from 24 to 72 hours for a child who has had a fever.

- Joyce has scheduled a meeting for Friday, March 13, to discuss the impact to Instruction and discuss response strategies in the event of a campus closure or increased student or staff absenteeism. Department chairs, faculty leads, deans, and key personnel have been asked to attend.
- There is the possibility of “administrative leave” for someone who has been exposed to the virus so their sick leave isn’t used up while waiting for a test result.

Currently, there has been several cancellations with the sports programs and a significant amount of rescheduling baseball and softball. All of the Northwest Athletic Conference (NWAC) spring sports have been suspended until April 24. If schools are cancelling and the athletes are not practicing, then the colleges will need to determine how this will be handled.

The Performing Arts are currently still scheduled but there is a concert over spring break that will be cancelled. Music performances are still occurring and the Pacific Northwest Chamber Orchestra (PNCO) is still slated to perform. Travel is still being approved; travel guidelines must be followed so an individual isn’t responsible for the expenses if the travel is cancelled.

The college should anticipate a closure; currently there are no recorded cases of coronavirus in Lewis County but the situation could change quickly. Administration is looking at different scenarios and how they would need to be handled.

Julie Huss adds the Office of Financial Management (OFM) is encouraging agencies to use the telework option as much as possible. The Human Resource Office is currently working on what this means with the classified contract regarding suspended operations and how classified pay is calculated.

There was discussion regarding the event of a public health emergency and the steps necessary to ensure the safety of staff and students. It was decided that it would be the sole decision of the president to shut college operations down if the situation warrants it. The trustees will support the decision.

It was MOVED BY STUART HALSAN THAT IN THE EVENT OF A PUBLIC HEALTH EMERGENCY, THE CLOSURE OF THE SCHOOL, OR THE CANCELLATION OR RESCHEDULING OF EVENTS AND/OR MEETINGS, THE SOLE AUTHORITY SHALL BE WITH THE PRESIDENT OF THE INSTITUTION. THE PRESIDENT MAY CONSULT WITH THE BOARD OF TRUSTEES IF NECESSARY. THIS MOTION TO REMAIN IN EFFECT UNTIL THE NOVEMBER 12, 2020 BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

Steve Ward added that the college is looking into purchasing a professional cleaning service to counter the effects of the coronavirus although this may not be a viable option.

He adds that there hasn’t been any thought to the cancellation of the Seattle to Portland (STP) annual bicycle ride; there are unanswered questions that would need to be dealt with. Will the coronavirus still be virulent during the summer? Will participants
want to participate should the pandemic not subside? All of this remains unknown at this point in time.

Bob Mohrbacher adds that there is some discussion regarding graduation but it is still too early to decide whether the college will hold commencement. The important thing to remember in this situation is that the college should remain flexible.

7. **Old Business**

**Guided Pathways**
Dr. Hammer reported the Steering Committee has met; Gwen Nuss has joined the group. The meeting is focused on the work plan which covers the 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 will be assisting the group with focus group information.

**Naming**

Janet Reaume reported she has been in contact with the artist, obtained the proper payment information, has prepared the Purchase Order, and the process is underway. The expected completion of the project remains June 2020.

**Environmental Scan – Counselors K12**

Mark Scheibmeir reported participating in the Wednesday, March 11, 2020 counselor scan on the main campus along with fellow trustees Doris Wood-Brumsickle and Debbie Campbell. The trustees described the scan as informative, collaborative, and encouraging. The trustees noted that the informal forum atmosphere was conducive to good exchanges between the trustees and the counselors. There was a consensus from all of the counselors that more Centralia College presence at their institutions would be beneficial. There were a few items that were listed as being problematic; however, all of the issues are quite fixable.

Jim Lowery reported attending the Tuesday, March 10, 2020 scan at Centralia College East where counselors from Morton and White Pass attended. The issues were much the same with the added concern of transportation.

The President’s Office is currently working on transcribing the notes from both of the scans; they will be available to the trustees prior to the April 9, 2020 board meeting.

The President’s Office will be hand writing notes of appreciation to the counselors for attending; their input is appreciated.

8. **Policy Governance**

**Board Policy Updates**
Dr. Mohrbacher reported that the President’s Office is working on renumbering all of the board policies, organizing them from the broadest topics down to the more specific topics.
Janet Reaume added that the policies have been renumbered, however, not all of the policies state their legal authority. The office is working on that process.

Policy Updates

Dr. Mohrbacher reported these policies were reviewed and updated at the March 4, 2020 Institutional Effectiveness meeting:

- 1.030 Instructional Calendars
- 3.230 Professional Technical Program Course Development
- 4.035 Associated Students of Centralia College
- 4.040 Athletics (Intercollegiate)
- 4.065 Counseling Services
- 4.075 Dropping Classes
- 4.090 Financial Aid Services
- 4.XXX Vaccinations

Policies below were deleted:

- 2.201 Pay Rate
- 4.012 Instructional Materials for Students of Centralia College

Stuart Halsan requested further information regarding the new vaccinations policy. Dr. Robert Cox responded that the college policy states that students need vaccinations based on the federal and/or state requirements for their programs.

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 6:04 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 6:55 pm.

10. Action from Executive Session

TENURE/CONTRACT RENEWAL MOTIONS.

It was moved by Mark Scheibmeir, and unanimously passed, that the Board of Trustees, after having given reasonable consideration to the recommendation of the president and probationary review committee of Centralia College, award tenure to TOBY AVALOS effective with the 2020-21 academic year.

It was moved by Debbie Campbell, and unanimously passed, that the Board of Trustees, after having given reasonable consideration to the recommendation of the president and probationary review committee of Centralia College, award tenure to MICHELLE HARRIS, effective with the 2020-21 academic year.
It was moved by Doris Wood-Brumsickle, and unanimously passed, that the Board of Trustees, after having given reasonable consideration to the recommendation of the president and probationary review committee of Centralia College, award tenure to ZACH PETERS, effective with the 2020-21 academic year.

Jim Lowery moved that The Board of Trustees direct the president to notify KELLY ERICKSON that the Board authorizes continuation of the probationary review period.

Stuart Halsan moved that The Board of Trustees direct the president to notify BELLA HAFEZI the Board authorizes continuation of the probationary review period.

Mark Scheibmeir moved that The Board of Trustees direct the president to notify KATHLEEN HART that the Board authorizes continuation of the probationary review period.

Debbie Campbell moved that The Board of Trustees direct the president to notify MARIE KEANE that the Board authorizes continuation of the probationary review period.

Doris Wood-Brumsickle moved that The Board of Trustees direct the president to notify MARY MCCLAIN that the Board authorizes continuation of the probationary review period.

Jim Lowery moved that The Board of Trustees direct the president to notify LORI PYNE that the Board authorizes continuation of the probationary review period.

Stuart Halsan moved that The Board of Trustees direct the president to notify BRIAN RAUSCHER the Board authorizes continuation of the probationary review period.

Mark Scheibmeir moved that The Board of Trustees direct the president to notify EMILY SPRAFKA-COLEMAN that the Board authorizes continuation of the probationary review period.

Debbie Campbell moved that The Board of Trustees direct the president to notify KIMBERLY THOMPSON that the Board authorizes continuation of the probationary review period.

Doris Wood-Brumsickle moved that The Board of Trustees direct the president to notify JOE BURL that the Board authorizes continuation of the probationary review period.

Jim Lowery moved that The Board of Trustees direct the president to notify RICHARD COWAN that the Board authorizes continuation of the probationary review period.

Stuart Halsan moved that The Board of Trustees direct the president to notify ADAM DUNN that the Board authorizes continuation of the probationary review period.

Mark Scheibmeir moved that The Board of Trustees direct the president to notify DAN HAGAN that the Board authorizes continuation of the probationary review period.

Debbie Campbell moved that The Board of Trustees direct the president to notify RYAN KELLEY that the Board authorizes continuation of the probationary review period.

Doris Wood-Brumsickle moved that The Board of Trustees direct the president to notify BRIAN LIPP that the Board authorizes continuation of the probationary review period.
Jim Lowery moved that The Board of Trustees direct the president to notify LILLIAM RODRIGUEZ that the Board authorizes continuation of the probationary review period.

Stuart Halsan moved that The Board of Trustees direct the president to notify ANDREA SEABERT that the Board authorizes continuation of the probationary review period.

Mark Scheibmeir moved that The Board of Trustees direct the president to notify MATT YOUNG that the Board authorizes continuation of the probationary review period.

ALL MOTIONS PASSED UNANIMOUSLY.

11. Comments

Dr. Mohrbacher adds that the monitoring reports will be reviewed at the April board meeting. The presentation will be an executive summary of the findings to be discussed in-depth at the May meeting.

Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, April 9, 2020. (Morton, WA)

Adjournment

The meeting adjourned at 7:00 p.m.

APPROVED:

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