MINUTES

• Study Session

Steve Ward, Vice President of Finance and Administration, gave a PowerPoint presentation on the 2020-21 budget. Currently, the college fiscal reserves are strong; the college has made yearly adjustments to the budget to compensate for decreasing tuition revenues. Prior to the COVID-19 pandemic, there was a plan in place for the FY2021 budget shortfalls.

Declining enrollment for the past eight years has resulted in a decrease in tuition collections; approximately a $300,000 shortfall for FY 2020. The estimate for FY 2021 will be well over $500,000 (depending on enrollment projections).

The Office of Fiscal Management (OFM) is requesting a 15% budget reduction scenario. 10% equates to over a 1.4 million loss in base funding and 15% equates to a 2.1 million cut.

The college will need to work on generating new revenue sources and examine what can be done to attract students to its doors; this will help the college achieve a sustainable budget level.

Currently, the administration is looking at strategies to reduce budget costs. These items are being discussed as possible budget reduction items:

– Attrition
– Voluntary Separation
– Furloughing employees
– Evaluation of high cost - low enrolled programs
– Evaluation of institutional inefficiencies
– Reduction in force

Final reductions to the college budget may not be known until after 6/30/2020.

It would be prudent to assume that there will be approximately a $1.2 million reduction and that the college will be further impacted by state and federal actions yet to surface.

Communication efforts are imperative; decisions and actions that will occur over the summer need to be communicated to faculty and staff.

1. Call to Order

Board Chair Mark Scheibmeir called the meeting to order at 4:32 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. Introductions/Presentations:

   eSports Championship
   Jacob Beach, eSports Coordinator, reported that COVID-19 has not affected his
   team and they have been competing weekly in intercollegiate games. Those games
   culminated in a play-off where Centralia College placed fourth out of approximately 44
   schools. All of the eSports students are continuing to pass classes; players that are
   eligible plan to graduate, and they continue to win.

   PROCLAMATION REGARDING CENTRALIA COLLEGE eSPORTS 2020
   The Centralia College Board of Trustees would like to publicly congratulate the 2020
   eSports Team for their outstanding season. In spite of the difficulties imposed by the
   COVID-19 pandemic and the Governor’s Stay at Home order, the Centralia College
   eSports team has been able to actively participate in league competitions. Specifically,
   the Board would like to congratulate Centralia College eSports for their success in the
   NJCAA playoffs, with top four finishes in Smash Brothers and Rocket League and a
   first-place finish for Overwatch in a finals match against Bismarck State College.
   Congratulations to the Centralia College eSports Team!

   It was MOVED BY STUART HALSAN THAT THE BOARD APPROVE THE
   eSPORTS RESOLUTION WITH REGARD TO THE eSPORTS TEAM 2020
   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 DORIS WOOD-BRUNMSICKLE THAT THE BOARD APPROVE
   THE REGULAR MINUTES OF April 9, 2020. THE MOTION CARRIED UNANIMOUSLY.
**Trustee Reports**

**Trustee Activities**

Mark Scheibmeir noted that it is a challenging time to be involved with any activities. Debbie Campbell reported watching the Town Halls that Dr. Mohrbacher, Dr. Cox, and Dr. Hammer have been holding. It is good information and communication is key.

**WA-ACT**

Jim Lowery, The Centralia College Board of Trustees nominee, was selected as the Trustee of the Year for Washington State. Jim thanked his fellow trustees for their support and is honored that WA-ACT selected him. Amanda Haines, Public Information Officer, will be writing a press release to commemorate the occasion.

**ACCT**

Mark Scheibmeir recommended watching the ACCT COVID-19 seminars for a national perspective on how COVID-19 affects community colleges. The information is available on the ACCT website.

**CC Foundation**

Doris Wood-Brumsickle provided the trustees with an update. The Foundation had their Executive Committee meeting yesterday afternoon and the following items were discussed:

- Donations went well for the month of April
- The Southwest Washington Flexible Training Center (SWFT) is under construction and progressing nicely
- Members are evaluating how to award the scholarship presentations in September as well as appropriately recognize the students who are awarded scholarships
- Anyone with ideas regarding the annual gala can provide that information to Christine Fossett

**President’s Report**

Dr. Mohrbacher reported that the letter from Office of Fiscal Management (OFM) regarding the hiring freeze was forwarded to the trustees. This is the first notice from OFM that reductions to the budget are impending.

There are ongoing negotiations with the governor’s office on a host of issues regarding Higher Education decisions. There is joint planning with the universities about what will be permitted on campuses this fall.

There is a vast amount of work in preparing the lab classes for students coming in. There is a 30-page guideline and a copious amount of detail the college must follow. Nursing Assistant, Medical Assistant, Diesel Tech and Welding students will all be returning to campus labs and must adhere to COVID-19 protocol.

Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding – The college has received the students’ half of the funding a few weeks ago. The Department of Education (DOE) has been restrictive and has changed the rules
midstream making it difficult to award the funds. The Foundation is raising funds for students who are ineligible for CARES Act funding.

**ctcLink** – The Deployment Group 3 Section B (DG3-B) colleges went live yesterday. Cascadia, Peninsula, and two Pierce colleges joined other colleges on PeopleSoft. These colleges went live with a fully remote workforce. Everyone joined forces to pull off a successful go-live in extraordinary circumstances, setting a new milestone in ctcLink implementation history. Centralia College is in DG4 and expected to go-live in February 2021. Centralia’s group will most likely be split into two groups as did the other deployment groups that have gone before.

The Chamber of Commerce is establishing a business recovery center and expressed interest in the possibility of using the college’s mobile lab. Unfortunately, the college has not been able to take possession of the mobile lab; COVID 19 has prevented the transportation of the lab (awaiting transport from Seattle).

**Trustee Succession** – Jim Lowery and Stuart Halsan’s terms end on the thirtieth of September. Keith Swenson, the Governors appointment secretary, stated that the governor will most likely approve an extension for Stuart Halsan to serve until September 2021. Two applicants have applied for the upcoming open position.

**Sabbatical Application** – The committee approved the sabbatical application and forwarded it on. The application is well done and received approval from the committee; however, it is difficult to approve a sabbatical in the current budget situation. Dr. Mohrbacher requested trustee input regarding a decision. The Trustees, though not passing a specific motion, expressed doubt about funding a sabbatical at the current time.

**ASCC**

Aaron Fowler, ASCC President, had an excused absence. Dr. Mohrbacher reported that the Town Halls were an ASCC initiative and he thanked them for their resourcefulness in initiating these events.

**Faculty**

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, reported the faculty have been helping each other with multi-layers of assistance for their colleagues as well as for the students.

Mark commended the faculty for their detailed information in the Instruction report and asked Dr. Mitchler to convey trustees thanks to the faculty.

**Classified**

Renae Z'berg, Classified Staff representative, thanked the students for the Town Hall WebEx events; not only did they serve the students but the staff appreciated the information as well. Jim Lowery thanked Renae for the comments from the classified staff; they have been enjoyable to read.
Instruction

Dr. Joyce Hammer, Vice President Instruction, reiterated Dr. Mohrbacher’s report by stating that there will be limited programs on campus. There will be social distance requirements and other criteria in place in order to bring students back to classes.

Summer quarter will hopefully have a few more classes using a hybrid delivery mode. Theory classes will be delivered online; lab skills would be delivered face-to-face using the approved safety protocols.

Fall quarter – Several classes will be completely online but there will be more face-to-face options available. In a moment’s notice, classes may have to all go online.

Jake Fay, Dean of Instruction, Industrial and Healthcare, stated students are not discouraged from going into the nursing field. The nursing students use face shields and masks in their labs. Nursing students have been able to finish their requirements with their clinical hours and were able to do more work through simulations and skills lab hours. Phlebotomy, medical assistant, and welding have been deemed essential.

Connie Smiejkal, Dean of Instruction, Business, Education and Family Development, reported that the Bachelor of Applied Science – Management (BAS-M) program has approximately 50% of the students in internships. Those students who were unable to secure an internship are participating in a Capstone Research project that provides learning modules dealing with problem solving and critical thinking skills.

Kelli Bloomstrom, Dean of Instruction, Transitional Studies, and CC East, stated that the East End students are accustomed to dealing with technology and wi-fi issues. Work is being done to expand the wi-fi to the parking lot but for the most part, the students are doing well.

Public Information Office

Amanda Haines, Director of Public Relations, provided a chart of current advertising efforts. YouTube currently has seven ads; three more video ads will be running by this weekend. These advertisements are also on Facebook and Instagram.

YouTube has been quite successful for college advertising. The results show that people watch the entire 30 second ad. Until the advertising data is reviewed and results prove otherwise, the 30 second ads will continue.

There is a substantial radio campaign from Olympia and extending down to Longview. This is the largest radio campaign that has been done; all four of our local stations, the two stations in Longview and Kelso, and the station in Olympia are airing ads for Centralia College.

Print material includes the summer preview. The publication was increased from 16 to 24 pages and includes a list of classes with fall offerings as well.

All advertising highlights different options for students – Running Start opportunities, funding options, and online offerings advertisements are all running through the end of June.

Human Resources

Julie Huss, Vice President Human Resources, reported there are new rules for Title IX effective mid-August. The new rules may potentially change how Title IX investigations, hearings and processes will occur. The Attorney General’s office is evaluating those changes and will be providing recommendations.
Fraudulent unemployment claims are being filed; there are approximately forty college employees who have received notification regarding a bogus claim made in their name. The college is not receiving the claims; the letter is being sent directly to the employee. The Employment Security Department (ESD) has requested those employees who have received fraudulent claim letters to contact them and report the fraudulent claim number on their website.

**Student Services**
Dr. Robert Cox, Vice President Student Services, reported the Student Emergency Assistance Grant (SEAG) funding is open to all students. Students who are ineligible for CARES funding may apply for SEAG funding.

215 CARES applications were submitted; 154,000 of the 300,000 has been awarded this quarter. Approximately $700 is awarded per student; there is a cap of $1,500 per student that was put in place in an effort to serve more students. There are some students who need more than $1500; there will be a meeting to discuss whether the cap should be raised to accommodate those that need additional help.

Athletics – The athletic department is moving forward. There has been no decision on whether the fall sports season will be postponed until winter or spring; hopefully the season will not be cancelled.

Summer quarter enrollment is almost impossible to predict; most students appear to be waiting to see what the college will be offering.

**Administrative Services**
Steve Ward, Vice President Finances and Administration, reported the staff is getting ready for the next phase in the COVID process.

Currently, the staff is catching up on projects that previously there had been no time for; several of the deferred maintenance projects are being completed.

The tech building renovation is going well.

One last piece of property is needed for the multi-purpose athletic field project; acquiring that piece of property is in the works. Once that piece is purchased by the college, work will begin on vacating Iron Street and re-routing the power grid that runs underneath the street.

**Foundation**
Christine Fossett, Foundation Executive Director, reported that the Scholarship Sustainability Committee met. They determined any scholarship money that went unused would stay in the pool; efforts would be made to attract new applicants and the Foundation would offer a second round of scholarships.

The Southwest Washington Flexible Training Center (SWFT) is under construction and progressing nicely. A camera is being installed at the job site so that a time-lapse video of the project can be shown at a later date.
6. **New Business**

**Tuition Increase**
Dr. Mohrbacher stated that a 2 ½ percent tuition increase has been authorized by the legislature. The State Board for Community and Technical Colleges (SBCTC) approved the increase last week. Dr. Mohrbacher asked that the trustees approve the implementation of the tuition increase to take effect July 1, 2020.

It was MOVED BY DEBBIE CAMPBELL THAT THE BOARD APPROVE THE 2 1/2 % TUITION INCREASE TO TAKE EFFECT JULY 1, 2020. THE MOTION CARRIED UNANIMOUSLY.

**Fall Quarter planning**
Staff are working with four-year institutions to resume additional face-to-face classes in the fall. The governor realized that Higher Education was not included in his 4 phases of returning Washington State back to work. A work group has been assembled and includes Higher Education, the Department of Health, Labor & Industries, and unions. The college would resume face-to-face activities as allowed by Public Health Guidelines; however, expect most classes to still be online this fall.

**Commencement Planning**
Dr. Robert Cox reported that the Commencement Committee met and arrived at some decisions; these decisions have now been communicated to the students. Students will have the option to do these things:
- The 2020 graduates will be invited to participate in the 2021 Commencement ceremony.
- Centralia College will have a webpage showcasing the accomplishments of the 2020 graduates; there will be an option to upload a photo.
- Graduates will receive a Celebration package which includes a cap, tassel, diploma cover, and honor cords (if applicable).
- A professional photographer will take graduation pictures; more information to follow.
- Souvenir regalia will be available for purchase.

Dr. Mohrbacher requested input from the trustees. Discussion yielded a definite desire to be part of the graduation process.

Dr. Robert Cox stated that he had a couple ideas and would like to meet with Dr. Mohrbacher to discuss trustee participation options. They will provide participation options for the trustees to review in a couple weeks.

**Presidential Evaluation**
Doris Wood-Brumsickle and Julie Huss developed a draft presidential evaluation document.

Doris Wood-Brumsickle requested the trustees’ input regarding the document. There were suggestions and recommendations regarding formatting. The document will go to the Human Resources Office with the corrections and additions and be formatted into a survey that the vice presidents will answer. The results of the evaluation will be
discussed at the June 2020 board meeting and the evaluation process should be ready to be discussed at the July board retreat.

Stuart Halsan reminded the trustees that the president should be evaluated on the areas that he was hired to do – the mission and goals and objectives of the college.

7. **Old Business**

   **Guided Pathways**
   Dr. Hammer reported the Guided Pathways Committee has received their Work Plan back from the State Board for Community and Technical Colleges (SBCTC). The State Board had suggestions regarding the college’s data. They commended the Board of Trustees for including their statement supporting the Guided Pathways program.

   The Guided Pathways Steering Committee met this afternoon; it was reported that the meeting went well. The committee is finalizing meta majors; Centralia College will be addressing them as “Areas of Study.”

   **Naming**
   Janet Reaume reported that she spoke to Bonnie Myer, Purchasing Department, Bonnie Myer spoke with the artist regarding payment for the work. The work is progressing and the sign may be done in the first part of June.

8. **Policy Governance**

   **Policy Updates**
   Dr. Mohrbacher reported these policies were reviewed and updated at the May 6, 2020 Institutional Effectiveness meeting:
   - 4.010 Accommodating Students with Disabilities
   - 4.015 – Adding Classes
   - 4.128 – Refund of Tuition.

   Policies below were deleted:
   - 4.050 – Challenging Courses/Credit by Exam

   Janet Reaume reported that the Board Policies have now been renumbered as requested at the February 13, 2020 Board of Trustees meeting. The policies may be reviewed at this link: [http://www.centralia.edu/about/policies/board.aspx](http://www.centralia.edu/about/policies/board.aspx)

   **2019-20 Monitoring Report**
   Dr. Mohrbacher asked if there were any questions regarding the 2019-20 Monitoring Report.

   Stuart Halsan commented on the extraordinary usefulness of the layout; the guidelines are frank and show there is still work to be done.

   Mark Scheibmeir also commended the new report; the report is understandable with clear paths and clear discussion.
Stuart Halsan noted that as the monitoring report is well developed, the need is there to be cognizant of whether the benchmarks are appropriate and that the goals and specifics are in tune with the trustees’ philosophy.

Dr. Mohrbacher explained how the college measures the success of the student and how the sequential courses were used to determine the student’s success. Jim Lowery suggested that the explanation be included in future reports.

Dr. Mohrbacher will take the trustee comments and suggestions to the Institutional Effectiveness Committee for discussion.

Dr. Mohrbacher requested a decision on the 2019-20 Monitoring Report as submitted.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD APPROVE THE 2019-20 MONITORING REPORT AS SUBMITTED. THE MOTION CARRIED UNANIMOUSLY.

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 twenty minutes. At 6:45 pm board members moved into executive session for the purpose of reviewing the performance of a public employee. The board reconvened into open session at 7:20 pm.

10. Action from Executive Session

There was no action from executive session.

11. Comments

There was a brief discussion regarding where and how the trustees would hold the annual board retreat. We should wait to see what the situation is around July or August. The trustee decided to defer this question as long as possible.

The June 11, 2020 regular meeting will most likely be held using WebEx as well.

Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, June 11, 2020.

Adjournment

The meeting adjourned at 7:23 p.m.

APPROVED:

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