

**COMMUNITY COLLEGE DISTRICT TWELVE  
BOARD OF TRUSTEES  
Centralia College**

**WebEx  
Centralia College  
Centralia, Washington**

**Study Session/Regular Meeting  
April 8, 2021  
3:00 P.M.**

**MINUTES**

- **Study Session**

Southwest Washington Flexible Training Center

Christine Fossett, Foundation Director, gave a tour of the Southwest Washington Flexible Training (SWFT) Center. Christine opened the tour with a hands-on visit to the mobile classroom and provided answers to the many questions regarding plans for its use. The mobile classroom is a 53' tractor-trailer rig that requires a driver who has Commercial Driver's License (CDL) certification. Currently, healthcare classes are ongoing in the Arbor Health Education Center and flagger training is taking place in room 108. Christine explained that in the next few months, there will be a growing effort for community courses to be scheduled in the SWFT Center and utilize it for employer and workforce training. Christine said she was surprised to be receiving inquiries to use the space for social events as well as the requests for meeting/classroom space.

**1. Call to Order**

Board Chair Doris Wood-Brumsickle called the meeting to order at 4:03 p.m.

**2. Roll Call**

Board members present  
Doris Wood-Brumsickle  
Debbie Campbell, Vice Chair  
Court Stanley  
Stuart Halsan via WebEx  
Mark Scheibmeir

**3. Introductions/Presentations:**

There were no presentations.

**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 11, 2021 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

### **Trustee Reports**

#### **Trustee Activities**

Mark Scheibmeir reported he attended the Trustee Tuesday March 16, 2021 WebEx meeting. The session was titled “Blood from a Turnip: College Budget Info for Trustees” with Choi Halladay, Vice Chancellor of Finance and Operations at Seattle Colleges. Mark expressed appreciation for the topic and that budgets need to be sustainable and relative to the college mission. Mark suggested the trustees consider adding this topic to the 2021 retreat agenda.

Doris Wood-Brumsickle reported there will be an Executive Meeting for the Foundation on April 14, 2021. The annual planning meeting has been moved to May.

#### **WA-ACT**

Doris Wood-Brumsickle reported that the trustees have been given another opportunity to supply nominations for the annual WA-ACT Awards. The nomination deadline for the ACT Awards has been extended and they are now due April 13, 2021. 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

Mark Scheibmeir suggested that it would be appropriate to nominate Trustee Stuart Halsan for the WA-ACT Trustee Leadership award. The trustees collectively agreed that it would be suitable.

It was MOVED BY MARK SCHEIBMEIR THAT THE CENTRALIA COLLEGE BOARD OF TRUSTEES NOMINATE STUART HALSAN FOR THE WA-ACT TRUSTEE LEADERSHIP AWARD. THE MOTION CARRIED WITH ONE ABSTENTION.

Debbie Campbell suggested that it would be appropriate to nominate Christian Bruhn, Dean of Academic Transfer, for the WA-ACT Equity award. The trustees collectively agreed that it would be suitable.

It was MOVED BY DEBBIE CAMPBELL THAT THE CENTRALIA COLLEGE BOARD OF TRUSTEES NOMINATE CHRISTIAN BRUHN FOR THE WA-ACT TRUSTEE EQUITY AWARD. THE MOTION CARRIED UNANIMOUSLY.

Dr. Joyce Hammer and Dr. Elizabeth Grant suggested that it would be appropriate to nominate Emily Hammargren, Assistant Instructor GHEC, for the WA-ACT Faculty Member award. The trustees collectively agreed that it would be suitable.

It was MOVED BY COURT STANLEY THAT THE CENTRALIA COLLEGE BOARD OF TRUSTEES NOMINATE EMILY HAMMARGREN FOR THE WA-ACT FACULTY MEMBER AWARD. THE MOTION CARRIED UNANIMOUSLY.

### ACCT

No report given.

### CC Foundation

Christine Fossett, Foundation Executive Director, reported for Doris Wood-Brumsickle, Foundation liaison.

The Foundation has postponed their annual planning meeting to May to review upcoming fundraising tasks. The projects listed below are on the agenda:

- Student Housing
- Southwest Washington Flexible Training (SWFT) Center
- Multi-purpose athletic field
- Teacher Education building

Doris Wood-Brumsickle thanked Christine for the tour of the SWFT Center prior to the board meeting; it was nice to be able to see the new facility.

### President's Report

Dr. Mohrbacher reported that Centralia College continues to work on full implementation of the ctcLink PeopleSoft system. There is an ongoing backlog of work in the financial pillar to reconcile accounts, enter data, and verify accurate data. The switch to the new system requires dual processing of Financial Aid for the current quarter; that work is underway. There are still issues with pulling accurate data in a number of areas and there have been errors in calculating tuition and Running Start fees. The recent processing error has been fixed on student accounts, and the additional term fee charges that were applied in error have been corrected. The issue is now considered to be resolved. Other DG4 colleges reported experiencing the same types of processing errors.

Centralia College continues to work directly with State Board for Community and Technical Colleges (SBCTC) Support staff and others to address ongoing issues. Other issues have been difficulty in verifying spring quarter enrollment and the purchasing process has some wrinkles that need to be ironed out. Purchasing is up and running on "wobbly legs" although the approval process for the requisitions has had strangely incorrect sequences in the approval chain.

Dr. Mohrbacher explained that more processes get fixed in every deployment group – it is an ongoing process. The software was deployed across the system; Centralia

College will be connected to all 34 colleges and the SBCTC. This is a benefit to students because all of their student records are available through the entire system regardless of the community college they chose to attend.

The ctLink project is funded through the state Innovation Account. That account is funded by taking a percentage of tuition collections from all SBCTC colleges (that amount has fluctuated between 1% and 4% of collections at different points in the project). Since enrollment has been down across the system due to the pandemic, revenue is down considerably, causing a cash flow issue. The college may end up using a portion of its federal stimulus funds to offset this funding loss; this is a legitimate use of those funds.

The plan has been to transition resources from Legacy support to PeopleSoft support as more colleges transition to PeopleSoft. However, at this time half of the colleges (17) are on PeopleSoft, but half are still on Legacy. They have not been able to transition support from Legacy to PeopleSoft quickly enough to meet the demand from the colleges, especially in the first year of PeopleSoft use.

Dr. Mohrbacher reported that Centralia College state funded enrollment for spring quarter is down by approximately one third compared to Fall 2019. At the onset of spring quarter, most all colleges are down but not as much as Centralia. The plan to return to face-to-face classes or near normal conditions by fall should help with the enrollment numbers. State regulations are currently preventing the college from opening classes; it is imperative that the college adhere to COVID-19 cleaning and safety protocols.

Dr. Mohrbacher stated that the college enrollment numbers may not be entirely accurate; it has been difficult to validate the accuracy of those numbers coming from PeopleSoft. Students are experiencing a general fatigue regarding remote college attendance citing job loss, family obligations, and lack of access as reasons for postponing their education.

Dr. Mohrbacher specified that the college does not plan to implement a vaccination requirement to attend college; however, certain programs such as nursing, may require proof of vaccination. Specific areas may be targeted rather than a general prerequisite.

Dr. Mohrbacher reported that the House and Senate have now released their Operating and Capital Budget proposals. In general, all of the budget proposals are very favorable for community colleges, with the exception of the House Capital budget. The proposed Senate Capital Budget would fund up to Project #28 on the SBCTC Capital Projects list (Centralia College is currently #24). However, the proposed House Capital Budget allocates far less and would only fund through Project #11 on the list. At that level of spending, it could be four more years before the college would be able to begin the design work for the new Teacher Education and Family Development Center. If the House and Senate were to compromise somewhere in the middle, it is likely that the college would not receive design funding for at least two more years. The community college system is encouraging the House to adopt a Capital Budget approach that is much closer to the Senate's proposal. State Representative Peter Abbarno is very aware of where the Centralia College projects are on the list as well as other local colleges positions on the capital projects funding list.

Mark Scheibmeir commended Dr. Mohrbacher on moving forward with funding the Cost of Living Adjustments (COLAs) for exempt staff. Dr. Mohrbacher explained that

this year the COLA will be funded out of local funds; COLA funding will be restored July 1, 2021 and will be funded by the legislature.

### **SAALT**

Haylee Ward, Student Advocacy Activities Leadership Team president, provided an update to the recent activities of SAALT.

The SAALT team has recently returned from a two-week spring break and met yesterday. Earth Week will be held April 20 – 22<sup>nd</sup> with virtual events during both morning and afternoon providing students with different times and options so they may be more able to participate.

The SAALT team is exploring the option of collaborating with other colleges to provide virtual events so more students within the region may participate and it may also provide an opportunity for our students to connect with other students across the state.

SAALT is working with the Guided Pathways Committee to participate in a “What’s Up Wednesday” presentation. The tentative date for the virtual presentation is Wednesday, April 24, 2021.

### **Faculty**

Nothing further added to the report.

### **Classified**

Nothing further added to the report.

### **Instruction**

Dr. Joyce Hammer, Vice President Instruction, reported Emmy Kreilkamp, Drama Professor, will have an outdoor option for her summer Theater Camp should a COVID issue arise. Ms. Kreilkamp is planning on a fall play where masks are part of the costume.

Centralia College will be presenting the Bachelor of Applied Sciences program in Behavioral Health Care to the State Board for Community and Technical Colleges (SBCTC) on Thursday, May 6, 2021.

Dr. Hammer introduced Dr. Elizabeth Grant, Dean of Corrections Education, who explained that the launch of the 2<sup>nd</sup> Chance Pell grant at Garrett Heyns Education Center (GHEC) has been ongoing for quite some time. There have been a series of obstacles to overcome; the most recent one being that faculty and students haven’t been able to be in GHEC for three months. COVID has been a majority of the issue; paperwork has been another bump in the road. 2<sup>nd</sup> Chance Pell students do not generate FTEs for the college; however, Greenhill has the potential to increase college enrollments.

## **Public Information Office**

Amanda Haines, Director of Public Relations, reported most of the online spring marketing is completed. There will also be traditional marketing using regular radio ads and visual exposure with the Twin Transit buses.

A hiring committee has been assembled to hire a new videographer. Seth Lonborg left at the beginning of January; it will be nice to have another person in the office to help with projects.

## **Human Resources**

Dr. Erica Holmes, Vice President of Human Resources and Equity, reported the HR Office has opened up nine full time and five part-time searches. Erica stated that managing the committees and applicants keeps the office busy.

Erica reported that EverFi assigns training through the college e-mail system and also allows tracking of who has completed the assignments. Employees are also able to print certificates after training completion and turn them in to the HR office for their record keeping.

## **Student Services**

Dr. Robert Cox, Vice President Student Services, updated the trustees on the commencement ceremony. Commencement will be held from 1:00 to 6:00 pm on Friday, June 18, 2021. The stage would be set up in the usual arrangement. Students will have an appointment for a particular time and be provided 2 to 4 tickets for family members who may want to witness their student graduating. Students will need to wear a mask, maintain a distance of 6', and the graduation line should be kept moving. The graduate's name will be read, a diploma cover will be handed to them, and a picture taken.

Jim Lowery and Joanne Schwartz, both former trustees, will be invited to join current trustees to hand out diplomas over the lengthy time frame.

Stuart Halsan reminded everyone regarding the honorary baccalaureate degrees to be awarded to the two former trustees; Dr. Mohrbacher said that the President's Office will work on this subject.

Student Services has started accepting applications for the newest Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSA) funds. More stimulus money is being distributed to students.

Robert reported Centralia College held a rule making hearing pursuant to RCW 34.05.320 on April 6, 2021 from 4:00-6:00 p.m., online through WebEx to make changes to Centralia College's Washington Administrative Codes. No one participated in the WebEx meeting.

The Washington Administrative Codes to be changed are as follows:

Repealing:

WAC 132L-350 Student Rights and Responsibilities

WAC 132L-300- 015 Discrimination and Harassment Procedure

Adopting:

WAC 132L-351 Student Rights and Responsibilities

Robert stated that fans are allowed at sporting events; each athlete is allowed two tickets. The college must adhere to COVID protocol.

Robert stated International students are able to take online classes as long as the college is in remote status; their real issue is obtaining visas.

### **Administrative Services**

Steve Ward, Vice President Finances and Administration, reported ongoing year-end wrap up of several projects.

There is a preliminary draft schedule for the 2021-23 college capital projects, pending the approval of the capital budget by the legislature. The unknown piece is the Teacher Education and Family Development Center (TEFD), which made the list for both the Governor and Senate proposals, but was omitted from the House proposal. Regardless of this, preparation for this project is underway.

Steve reported that the college will receive an estimated \$2.5m in Higher Education Emergency Relief Funds II (HEERF II) in the Institutional category (separate from the Student Aid category) to help offset the impact of the pandemic. The difference in the HEERF II funding is that it can be utilized to offset lost revenue, versus the CARES funding package, which could only be used for direct expenditures in response to the pandemic. The college has encountered tuition declines of approximately \$500k per year, and this can be carried forward to the next two years of the biennium. In addition, other revenue categories can also be considered. Administration is calculating other categories of lost revenue, which can include the bookstore, student government, and parking made doubly difficult during the midst of the ctcLink transition.

Steve reported that Rock Street on the east side of the Transitional Services building will be incorporated into the sports complex; Walnut Street will remain in front of the gymnasium.

### **Foundation**

Christine Fossett, Foundation Executive Director, had nothing additional to add to her report.

## **4. New Business**

### **Board Retreat date/Agenda items**

Doris Wood-Brumsickle stated that the retreat typically falls on the second Thursday of the month. The trustees unanimously decided that the retreat will be scheduled for Thursday, July 8, 2021.

Agenda items suggested:

- Budget review – Are college budgets sustainable and relative to the college mission?
- Annual evaluation of the president – Doris Wood-Brumsickle will work on questions that will be submitted to the vice presidents and deans. The trustees would like to be able to discuss the results at the board retreat.
- Reading and discussing the book, *Equity Talk to Equity Walk*. The President's Office will obtain copies of the book for discussion at the retreat. This may provide the trustees with some suggestions on what the college should work on in the 2021-22 academic year. It was also suggested that Dr. Erica Homes and

Christian Bruhn discuss or present the equity work that is being done on campus.

- Post-COVID discussion. Where does the campus go from here?
- Discussion regarding Centralia College promotion. How can the college become more prominent in the community? What can be done to enhance the college's visibility?
- Tenure education – what should a trustee know?

Dr. Mohrbacher added that the President's Office will look into different options to where the retreat can be held.

#### Mid-Cycle Accreditation visit PowerPoint

Dr. Joyce Hammer, Accreditation representative, gave a PowerPoint presentation on the upcoming Mid-Cycle Accreditation visit and what the visit will entail. Joyce reviewed the main talking points and the accomplishments the college has made on rewriting the mission statement, mission fulfillment and mission focus areas.

The visit on April 26 and 27, 2021 will be virtual. The Northwest Commission on Colleges and Universities (NWCCU) team will inform the Accreditation Committee who they want to meet with; most usually the team will want to meet with one or two of the trustees and members of the Assessment and Institutional Effectiveness Committees.

The 2018 recommendation requested the college fully implement student learning outcomes assessment across all programs, degrees, and general education and use the results of assessment to influence planning and resource allocation. The newly reworked Assessment Plan will demonstrate to the NWCCU team that the college has been working on this recommendation. Learning Themes have been revised to Student Learning Competencies. Although the work may not be considered completely finished, Northwest Commission on Colleges and Universities (NWCCU) will want to see evidence that the college has been working in that direction.

Two programs, Anthropology and Early Childhood Education, will demonstrate how classes integrate in the entire campus-wide assessment process.

Joyce added that this visit is a mid-cycle review so there won't be any recommendations given; there will just be feedback and suggestions as the college continues its self-evaluation process.

The evaluators are Mr. Chris Bragg, College of Southern Idaho and Dr. Ali Mageehon, Southwestern Oregon Community College. The NWCCU liaison is Dr. Ron Larson.

#### Monitoring Report Schedule

Dr. Mohrbacher provided a brief update regarding the current year Monitoring Report. Dr. Mohrbacher had asked IE members for input to determine whether the college is meeting, making progress towards meeting, or not meeting the objectives. There is some data that was not available; however, determining whether or not an objective has been met is relatively clear.

The Board of Trustees will review a draft version of this report and the supporting data at their May 13, 2021 study session.

## **5. Old Business**

### Guided Pathways

Dr. Joyce Hammer reported Brian Rauscher and Georganne Copeland are working with faculty groups to finalize the areas of study.

Dr. Robert Cox reported the technology piece should be wrapped up next month. The committee has reviewed different technology tools and will decide on what they would prefer to use.

Joyce added that separate Guided Pathways web pages will be added to the Centralia College website; the web work will be completed later this spring.

## **6. Policy Governance**

### Policy Updates

Dr. Mohrbacher reported the following policies were reviewed and updated at the April 7, 2021 Institutional Effectiveness meeting:

- 3.210 – Independent Study
- 4.115 – Honors (tabled)
- 4.153 – Student E-Mail Required Use
- 1.XXX – Name Change| Pronoun Use

The policy below was deleted:

- 1.250 – Printing and Publications

## **7. 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, consultation with legal counsel regarding actual or potential agency litigation and reviewing professional negotiations. The board reconvened into open session at 6:32 pm.

## **8. Action from Executive Session**

There was no action from Executive Session.

## **9. Comments**

Court Stanley added that he may be able to provide a venue for the board retreat on Steamboat Island Road.

**Announcement of Upcoming Meeting Date and Place:**

The next board meeting will be Thursday, May 13, 2021 via WebEx and in TAC 230.

**Adjournment**

The meeting adjourned at 6:33 p.m.

**APPROVED:**

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*Doris Wood-Brumsickle, Board Chair*

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*Dr. Bob Mohrbacher, Board Secretary*