

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

**WebEx
Centralia College
Centralia, Washington**

**Study Session/Regular Meeting
February 11, 2021
3:00 P.M.**

MINUTES

- **Study Session**

- Equity Initiatives

Dr. Erica Holmes, Vice President of Human Resources & Equity, gave a PowerPoint presentation on “Equity Initiatives.” Dr. Holmes provided an explanation of the HR Directive 20-02, the recent developments on campus to advance a campus-wide equity plan, and review of current policies and procedures to ensure there is validity, equity, and diversity in campus searches.

The work currently being done on equity issues will be incorporated into the college’s strategic planning process as well as help demonstrate how this helps fulfill the college’s mission statement.

1. **Call to Order**

Board Chair Doris Wood-Brumsickle called the meeting to order at 3:54 p.m.

2. **Roll Call**

Board members present via WebEx:

Doris Wood-Brumsickle
Debbie Campbell, Vice Chair
Court Stanley
Stuart Halsan
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 STUART HALSAN THAT THE BOARD APPROVE THE REGULAR MINUTES OF January 14, 2021 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Trustee Activities

All trustees reported attending the virtual ACT Winter Conference on January 26, 2021.

Doris Wood-Brumsickle reported attending the Exit Conference with the State Auditors on January 27, 2021.

Stuart Halsan participated in a Zoom meeting with staff members from Senator Maria Cantwell's office. The meeting was regarding COVID relief; staff members listened to the meeting participants. They did not speak to the likelihood of the passage of a Higher Education bill.

Mark Scheibmeir reported touring the Southwest Washington Flexible Training (SWFT) building. The SWFT center has two offices in addition to classroom space. The two classrooms have been dedicated to nursing/medical courses while the other is dedicated to Workforce training. Additionally, there is a large open space which will be "flexible" and adaptable to whatever may be needed. Mark suggested all trustees take a tour of the building.

Mark also attended the Foundation board meeting last month. At the meeting, the decision was made to merge the Centralia College Fund monies into the college Foundation.

There is a Trustee Tuesday February 16, 2021 at 8:00 am. This session will focus on governance in the community and technical college system – the roles and expectations of Washington Association of Community and Technical Colleges President's (WACTC), Association of College Trustees (ACT) and the State Board for Community and Technical Colleges (SBCTC). There will also be a 2021 legislative session update.

WA-ACT

The ACT Education Committee members continue to develop interesting agendas/programs for the spring conference as well as planning for Trustee Tuesday's discussion and agenda items.

ACCT

The Virtual Community College National Legislative Summit was held February 8 – 10, 2021.

CC Foundation

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

The committee discussed the Robert O'Neill Natural Area (RONNA) to determine a short and long-term approach to managing RONNA in the future.

The Southwest Washington Flexible Training (SWFT) Center will receive its certification of occupancy by February 16, 2021.

The forestry simulator has arrived and will be installed in the SWFT Center next week.

A sub-committee is meeting in late February to continue the discussion on student housing. Several different options are being explored; the goal is to provide housing for approximately one hundred students.

Donations to the Foundation continue despite remote circumstances.

The scholarship applications are currently open; if anyone knows of a prospective student who wants to attend college, please direct them to apply. Information is available on the college website: <http://www.centralia.edu/funding/scholarships.aspx>

President's Report

Dr. Mohrbacher reported Centralia College officially went live with the ctLink conversion on Sunday, February 7, 2021. Things went well over the GoLive weekend; it is a large procedure to convert the existing Legacy system over to PeopleSoft. SBCTC ran a dry-run of the conversion process two weeks before GoLive. Most of the dry run went smoothly, but conversion of student financial accounts saw far too many errors. The Legacy and PeopleSoft systems differ too much to convert student financial accounts without an unacceptably high error rate.

This was similar to problems experienced with Deployment Group 3 (DG3) colleges, though there was hope that subsequent adjustments had adequately addressed the issue. This was not the case. After that, the SBCTC Project Team made a recommendation to the DG4 colleges that the PeopleSoft conversion be run without turning on the Winter Quarter Tuition Calculation. This would require a fair amount of manual data entry after GoLive; however, if this works as projected, other financial activity within PeopleSoft should be able to resume almost right away. Hopefully, this will avoid the situation that previous deployment groups experienced, in which financial activities within PeopleSoft were frozen for weeks or months while conversion errors were corrected.

Next week, the college is tasked with running the first payroll and the process may be complicated. The next hurdles will be registration for spring quarter and year end closing. These tasks are first time experiences for most of the staff; the expectation is that it will be six months to a year to feel at home in the new system.

Dr. Mohrbacher reported that he testified on Senate bill 5323 as did Sharon Mitchler. This bill would freeze wages and salaries and provide for furlough days during

the 2021-23 fiscal biennium. It has not moved out of committee and may die in committee. Senate Bill 5194 addresses a long list of items with regard to our colleges, some of which we can support, but some that would be detrimental in their current form. The SBCTC encouraged presidents to contact their legislators regarding this bill; communication from the SBCTC indicated that the legislators received the message from the community colleges and know what the issues are.

Dr. Mohrbacher reported fall planning work has begun. It is hopeful that services may be back to normal by fall but that depends on several different factors. At the upcoming WACTC meeting, the presidents are going to hear from the State Department of Health; this may help with fall planning. The hope is that fall will look much more normal than spring but the situation is hard to predict. The only thing of any certainty is that the college can remain in the current situation. Regardless of what is decided or how classes are delivered, the college must provide truth in advertisement; the students need to know what to anticipate.

Dr. Mohrbacher echoed Mark Scheibmeir's comments regarding the SWFT Center and stated that he participated in a recent walk-through of the SWFT Center with Steve Ward, Christine Fossett, Jake Fay, Kylea Johnson, and representatives of Kaufman Construction. The work is essentially complete and the college will have a great facility to teach in. The large training room provides an ideal space for activities and learning opportunities and the "flexible" space needed to adapt to any classroom needs.

Dr. Mohrbacher added that the Bachelor of Applied Science in Behavioral Health program will be explained more fully by Connie Smejkal. The presentation to the State Board is the first signal to the state system and local universities that states Centralia College is interested in offering this program. There are subsequent steps leading up to a complete proposal.

SAALT

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

SAALT is working on developing alternative formats for the traditional Spring Fest celebration. Normally, there are activities on campus for students. This year, SAALT is exploring the option of providing food trucks (and following COVID protocols).

Haylee reported that SAALT continues to work on Legislative Action Advocacy. Members met with recently elected District 20 Representative Peter Abbarno. Topics discussed included the expansion of broadband internet into rural communities, the importance of equity, diversity, and inclusion in career and technical colleges, and the need for increased resources for mental health concerns across the state. Representative Abbarno expressed support for these issues; the students will schedule a follow-up meeting with him.

SAALT sponsored a virtual cooking class last night where over twenty students participated. A professional chef provided the instructions and students posted their finished products on social media. The event was deemed a success and SAALT hopes to do more creative things similar to this event throughout the year.

Faculty

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers President, reported she also testified in front of the legislature regarding Senate bill 5323. Sharon noted that while the virtual modality was somewhat unusual, the technique seems to work.

Sharon explained that the CCFT is continuing to work with the Justice, Equity, Diversity, and Inclusion (JEDI) Council to support a Community of Practice: Anti-Racist Pedagogy. This project began in October with virtual meetings every two weeks through winter quarter and will culminate in a work by a member of the CoP in spring quarter. This work will be shared with the entire CoP in late spring quarter and will demonstrate improved pedagogy and curriculum for a class of their choosing.

Classified

Nothing further added to the report.

Instruction

Dr. Joyce Hammer, Vice President Instruction, reported the needs statement on the Bachelor of Applied Sciences program in Behavioral Health Care was presented to the State Board for Community and Technical Colleges (SBCTC) on February 3, 2021. The presentation went well; SBCTC understood the need for this program in Lewis County.

The Advisory Committee members had voiced concern over utilizing the term “chemical dependency program” in the Centralia College program, as this term is no longer utilized for diagnosis purposes and was also removed from the state certification title. In response to their request, the program name was changed to Substance Use Disorder Professional to align with industry standards.

Connie Smejkal, Dean of Instruction, Business, Education and Family Development, further explained that the main focus of this program is on substance abuse and the trauma associated with abuse, and mental health. A cross-discipline group of faculty members are developing the curriculum that would be taught. Faculty members are:

- Dr. Atara MacNamara, Psychology
- Shyla Rabe, Substance Use Disorder Professional
- Renate Starroff, Psychology
- Rachel Bryant-Anderson, Sociology

The main employment opportunities would be in the Human Services area; case work with clients and substance abuse counselors. There is a need in the local economy; employers report a lack of applicants for these jobs.

Connie is hopeful that the proposal document will be ready to be submitted to SBCTC on February 19th. From there, the document will go under peer review by other faculty and colleges. After the peer review, Centralia can return to the SBCTC in May for their approval. Following SBCTC approval, the document would be submitted to the Northwest Commission on Colleges and Universities (NWCCU) in May. It may be possible to begin enrollments in this program as early as fall 2021 but a more realistic target may be winter quarter 2022.

Joyce Hammer reported that Centralia College has been selected to partner with an organization called “Anew” at Green Hill. Anew specializes in pre-professional opportunities and training in construction trades and apprenticeship programs.

Dr. Elizabeth Grant, Dean of Corrections Education, reported that both Cedar Creek Corrections Center and Garrett Heyns Education Center are the recipients of *The Million Book Project*. The project was made possible through a generous gift from the Andrew Mellon Foundation grant. The project was spearheaded by Dwayne Betts, a formally incarcerated individual who earned his law degree at Yale. Betts' goal is to put books into institutions where inmates can access them; the book is offered as a resource and symbol of freedom, restoring hope, dignity, meaning and purpose to those incarcerated. Each center will receive 48 books; the first shipment is expected soon.

Public Information Office

Amanda Haines, Director of Public Relations, reported that Centralia College will be participating again in the Media Preferences Survey for spring quarter. In the first survey, the sample size was small so perhaps a larger group will respond this spring. Students who responded were generally satisfied with the information they are receiving, how they receive the information, and how often they receive the information. The survey begins in March.

The State Board for Community and Technical Colleges (SBCTC) will be giving a presentation next month on marketing to Running Start and Basic Skills students. Currently, Centralia College markets to those populations year-round; perhaps SBCTC's research will provide information on a more effective marketing strategy for these populations.

Human Resources

Dr. Erica Holmes, Vice President of Human Resources and Equity, reported that her office is working diligently on the ctcLink transition. The team handles it well despite all of the recent challenges: pandemic, snowstorm, holiday, data breach.

Dr. Holmes reported that work is being done with equity in mind. Technology can be a barrier in how information is received and to combat this issue, HR is providing training with all different types of meetings, as well as in Spanish, to diversify how people receive information.

There are three positions that the HR office will be moving forward: BAS Program Coordinator, Executive Assistant to the VP of Finance & Administration, and Office Assistant 3 (Corrections).

Student Services

Dr. Robert Cox, Vice President Student Services, reported Dr. Hammer, Dr. Mohrbacher, and he met with the Chehalis School District and the Washington Student Achievement Council last week. The meeting provided an opportunity to update them on the work that has been done supporting WF West students.

Robert noted that May 18th is Advising Day for summer and fall quarters. It is hopeful that some decisions regarding class scheduling will have been made by then so that a draft class schedule is available and students would know how classes will be taught. Students prefer to register for classes that meet their learning styles but college decisions are based on the realities of the COVID situation.

Robert commended the SAALT sponsored virtual cooking class; it was well done and has the possibility of being a good fund-raising idea. Robert encouraged the trustees to login to the next virtual cooking class and enjoy.

Robert explained that spring enrollments are typically lower but he is hopeful that the numbers will stabilize as more people get vaccinated. Robert stated he didn't expect to see a significant increase in enrollment numbers until the college is able to offer face-to-face classes again.

Dr. Joyce Hammer added that the social distance requirements hinder the college's ability on how classes can operate safely.

Administrative Services

Steve Ward, Vice President Finances and Administration, reiterated that enrollment numbers are down. The budget was adjusted to accommodate the decrease in tuition dollars. There is a possibility that the college may be able to use the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSA) money over the next two fiscal years. This will allow the college to make strategic use of the various fund sources—local, state and federal—in order to balance the budget. It is possible that the college may be able to use the CRRSA money against lost tuition.

The trustees have an exit audit coming soon; the auditors have not found anything of concern in either the financial statements or accountability review.

The transition to Key Bank has gone forward. As of this date, minor contract language issues are being handled between the respective legal counsels.

Steve explained that Skagit Valley College recently installed a field on their campus and he has contacted his peer for information. The next steps for Centralia will be:

- Preparing the field – it needs to be bare and construction ready
- Developing a rough estimate of the costs
- Determining funds available for field development

A committee will be formed that will consist of students, coaches, facilities staff, and VP of Finance & Administration. The athletic facility will offer three fields and provide a competitive playing surface for collegiate level sports. There are many decisions the committee will need to discuss; one will be the best playing surface and basic layout of the facility. Field aesthetics will definitely factor into the equation; the college will have a functional and attractive facility.

Foundation

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

4. New Business

COVID Vaccine FAQs

Dr. Mohrbacher reported that there have been several discussions at the state level regarding re-opening colleges and whether there will be a vaccine requirement.

Centralia College currently has a policy – 4.178 Vaccinations – that does not require students to be vaccinated but does require compliance with vaccination requirements of individually certified programs. The college would like to adhere to policy 4.178; trying to enforce a vaccine policy may be cumbersome and raises questions.

Dave Stolier, Senior Assistant Attorney General, reported their office has generated a thirteen-page FAQ for the community college presidents to review prior to making any vaccine requirement decisions. The potential is there for people to resist a mandatory vaccine, there may be religious objections, and medical accommodations. He cautioned to survey the authorizing environment while moving forward with a decision.

Dr. Mohrbacher reminded everyone that the college's ability to reopen will be based on infection and hospitalization rates rather than vaccination rates.

5. Old Business

Guided Pathways

Dr. Joyce Hammer reported Georganne Copeland and Brian Rauscher, Guided Pathways Steering Committee co-chairs, will give an in-depth presentation at the March 11, 2021 Board of Trustees meeting.

Dr. Hammer noted that the committee is focusing on 1) keeping all campus constituents informed and 2) finalizing the areas of study.

Guided Pathways is also reviewing the intake process for new students. It would be beneficial for first quarter students if there was more structured support. The committee is working to develop an assessment process that would determine whether students benefit from taking Student Development courses. The goal is to try to ensure career focused clusters for students so the students can identify at the start of their education what options are available within any of those areas.

Robert Cox reported that the committee has reviewed two different technology tools: Starfish and EAB Navigate. The committee will need to decide on which of these tools they would prefer to use.

6. Policy Governance

Policy Updates

Dr. Mohrbacher thanked Amanda Witt, Director of Central Services and Purchasing, and Nicole Zock, Student Policy Council representative, for the good work on updating these policies. The following policies were reviewed and updated at the February 3, 2021 Institutional Effectiveness meeting:

- 1.150 – Asset Inventory
- 1.225 – Petty Cash Fund

- 1.260 – Purchasing | Receiving
- 2.072 – Student Club Organization Advisor
- 4.035 – Associated Students of Centralia College
- 4.121 – Military Credit Acceptance
- 4.155 – Student Identification Number (SID)

The policy below was placed under review:

- 1.250 – Printing and Publications

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 one hour. At 5:10 pm board members moved into executive session for the purpose of reviewing the performance of a public employee and consultation with legal counsel regarding actual or potential agency litigation. The board reconvened into open session at 7:24 pm.

10. Action from Executive Session

There was no action taken from executive session.

12. Comments

Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, March 11, 2021 via WebEx and in the Hanson boardrooms.

Adjournment

The meeting adjourned at 7:25 p.m.

APPROVED:

Doris Wood-Brumsickle, Board Chair

Dr. Bob Mohrbacher, Board Secretary