MINUTES

• Study Session

Budget discussion

Dr. Mohrbacher stated that no new information on the state budget is available since the May board meeting. The college has completed the 15% reduction exercise as requested by the Office of Financial Management (OFM). There has not been any communication from OFM whether this will be sufficient. The next budget forecast is June 17th; it is likely that OFM may take some action at that time. The legislature will most likely not have a special session until later in the summer.

29 of the 34 colleges responded to the 15% budget reduction survey. A collective amount of 1,700 transfer classes, 1,200 professional-technical classes and 700 Adult Basic Education classes for a total of 3,600 classes statewide could be cut if necessary. 22 colleges expect that they may eliminate some programs. Different strategies are being used to get to the 15% reduction. Items being discussed at Centralia College as possible budget reduction items are:

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

Some colleges have bigger deficits to begin with; their responses were somewhat more dire.

Steve Ward, Vice President of Finance and Administration, provided a document to explain the current financial situation of the college and the strategies being used to arrive at the current budget including shortfalls, reductions and adjustments.

All of the budget reduction strategies listed above will need to be researched to ensure that there are no unintended consequences.

The college is making progress into anticipated large-scale budget reductions. The primary strategies will be those that are listed above. OFM has not yet granted the college the approval to move forward with Voluntary Separation.

The next step will be to calculate the fiscal outcome of mandatory furloughs and classroom efficiencies.

COVID-10 Response

Dr. Robert Cox, VP of Student Services, stated that applications are up significantly and fall enrollment numbers are at 100% of where the college was at this time last year.
Academic transfer had an increase while both Adult Basic Education and Workforce Education showed a decrease in applications. The counselors reported that students who were originally thinking about attending a four-year institution have decided to stay closer to home and are enrolling in Centralia College.

Dr. Mohrbacher added that there is pressure to offer face-to-face classes in the fall, especially if K12 is back with face-to-face classes. Lewis County could move into Phase 3 as early as next week with Phase 4 in August or September. This would open things up but not be considered "back to normal."

Dr. Joyce Hammer, VP Instruction, added that there will be regular online classes with more faculty certified in the online modality, virtual classes being offered with Zoom and WebEx, and a hybrid model. Students would be on campus in a two-hour block model which would be beneficial for two reasons:

1) Face-to-face instruction for students.
2) The college would have the ability to return to a completely online environment if deemed necessary.

Room capacity, coordinating block scheduling, and class availabilities must be taken into consideration when scheduling for fall.

Dr. Mohrbacher said that a message will go out next week describing the most optimistic scenario for fall quarter.

Dr. Mohrbacher sent the trustees The Boston Consulting Group draft document regarding a set of guiding principles higher education institutions can use to instill confidence in students, parents, staff, faculty, and communities in back-to-school planning. This document will be going to the governor.

When people return to campus, the college will be required to provide ongoing training regarding COVID-19 sanitation procedures. There may also be requirements through fall and winter to maintain social distance and wear a face mask. The custodial crew may find it difficult to maintain the cleaning standards required for COVID-19 cleaning protocols.

Criteria that the college will most likely be responsible for:

- Limiting visitors
- Contact tracing
- Supplying masks for employees/students that do not have one

Dr. Robert Cox reported Student Services and other areas are doing what they can within the COVID-19 protocols. Students requesting face-to-face meetings with counselors are able to meet by making appointments, Blazer Central is developing a study place and computer labs for summer quarter, and Melissa Hahn, Program Manager Testing Center, is working on GED testing. Student housing will be restricted to one student per room in all of the campus units. The college will abide by the current rules from the Department of Health (DOH).

There was a brief discussion regarding the hiring of student employees to assist with the COVID-19 cleaning protocols. Julie Huss, VP of Human Resources, stated that student workers are considered trainees and are not to do the work that is normally done by classified employees.
1. **Call to Order**  
Board Chair Mark Scheibmeir called the meeting to order at 4:30 p.m.

2. **Roll Call**  
Board members present via WebEx:  
Mark Scheibmeir, Chair  
Debbie Campbell, Vice Chair  
Doris Wood-Brumsickle (in boardroom)  
Jim Lowery  
Stuart Halsan

3. **Introductions/Presentations:**  

   **Retirees**  
   - Nancy Keaton – 35 years - Director of the Family Development, BAS-TE Data Administrator  
   - Bonnie Myer – 40 years – Director, Central Services & Purchasing  
   - Judith Aguilar – 26 years - ESL Program Coordinator, Associate Professor  
   - Krista Goff – 24 years – Bookstore Buyer  
   - Tony Petzold – 19 years – Theater  
   - Sharon Libby – 20 years – Basic Skills Program Coordinator (WABERS data specialist)  
   - Nancy “Treesa” Hertzel – 13 years – Instructional and Classroom Support Tech 2  
   - Garrett Heyns

   The Board expressed their gratitude and appreciation for the work of all of the retirees and wished them well in their retirements.

4. **Open Forum**  
   No one requested to speak in open forum.

**REGULAR AGENDA**

   **Adoption of Minutes:**

   It was MOVED BY JIM LOWERY THAT THE BOARD APPROVE THE REGULAR MINUTES OF May 14, 2020. THE MOTION CARRIED UNANIMOUSLY.
Trustee Reports

Trustee Activities

Mark Scheibmeir thanked the collaborative efforts of all the trustees for agreeing to participate in a graduation video congratulating the graduates. He extended his thanks to Janet Reaume and Seth Lonborg for orchestrating and organizing the video sessions.

WA-ACT

Mark Scheibmeir noted that most of the Centralia College trustees were able to attend the video conference hosted by WA-ACT on the budget. It wasn’t too specific but it is helpful to know what the legislators are thinking moving forward.

ACCT

No report available.

CC Foundation

Doris Wood-Brumsickle was unable to participate in the meeting held last night but did note these items will be discussed in further detail during the Foundation report:

- May donations are up.
- The Southwest Washington Flexible Training Center (SWFT) is under construction and progressing nicely.
- Work has begun on the annual gala; anyone with ideas or able to volunteer can offer that information to Christine Fossett

President’s Report

Dr. Mohrbacher reported that he participated in the Washington Association of Community and Technical Colleges Presidents (WACTC) meeting last week via Zoom. The presidents met with legislator’s regarding the capital budget; the capital budget is not expected to have as many reductions as the general operating budget.

WACTC voted to have all state commissions and councils virtual through December 2020. This topic will be revisited in October to decide what should be done about winter and spring. This decision stems from budget shortfalls and COVID-19.

Eastern Washington University (EWU) is applying to the Northwest Commission on Colleges and Universities (NWCCU) to be able to award associates’ degrees. The WACTC presidents sent a letter stating their discontent regarding EWU’s request; this may become problematic if Central Washington University (CWU) decides to implement this same strategy.

The governor made some exceptions to the rules regarding open public meetings which are due to expire on June 17, 2020. Dave Stolier, Assistant Attorney General, added that there is pressure to not extend the restrictions on public meetings. There is a perception that some councils and boards may be taking advantage of not having as much public scrutiny. A remote WebEx link can be provided to all public meetings to accommodate the public.

Dr. Mohrbacher sent out two statements to the trustees that WACTC approved last week. One statement is a resolution denouncing violence against blacks in American in support of black students, faculty staff and communities, and the other statement is a
resolution denouncing anti-Asian discrimination caused by the COVID-19 pandemic in support of Asian American and Pacific Islander students, faculty, staff and communities.

Dr. Sharon Mitchler read the one from the faculty:

In the wake of the killing of George Floyd, we wish to emphasize that black lives matter. Systemic racism is built into multiple institutions, and higher education is not exempt. As faculty at an open access community college, whose mission explicitly emphasizes “supporting our community in an inclusive and equitable learning environment,” it is our work to examine our processes, curriculum, and biases to remove barriers to our students, staff and faculty. We will continue to reexamine our own understanding of systemic racism and enact changes to intercede in hiring practices, tenure and promotions, curriculum, and programmatic structures.

– Executive Committee, Centralia College Federation of Teachers

Mark Scheibmeir brought up some concerns where he felt that the statements did not address the inequities to minority groups. There was some discussion regarding equity and inclusion.

Dr. Mohrbacher asked if the trustees would like their own statement with broader language.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD OF TRUSTEES ENDORSE THE STATEMENT FROM THE FEDERATION OF TEACHERS AND WRITE THEIR OWN STATEMENT REGARDING DISCRIMINATION AND SYSTEMIC RACISM TO BE RELEASED AFTER THE JULY BOARD RETREAT. THE MOTION CARRIED UNANIMOUSLY.

Dr. Mohrbacher stated that he is planning on sending out a congratulatory letter next week to graduates, exceptional faculty, retirees, and outstanding students. He will also thank the employees for the conditions they have had to deal with this spring. Mark Scheibmeir will sign the letter as well.

Dr. Cox and Amanda Haines provided an update on graduation:
• The 2020 graduates will be invited to participate in the 2021 Commencement ceremony.
• Centralia College has a webpage showcasing the accomplishments of the 2020 graduates; there is an option to upload a photo. 750 names will be on the website by June 15th as well as the videos of the trustees, the message from ASCC president Aaron Fowler, and the Distinguished Alumnus, Jimmy Ritchey.
• Graduates are receiving a Celebration package which includes a cap, tassel, diploma cover, and honor cords (if applicable).
• A professional photographer will be available to take a graduation picture.
• Students will have the option to drive through the roundabout in front of the Hanson building to pick up their Celebration boxes.
ASCC
Aaron Fowler, ASCC President, congratulated Jim Lowery on being awarded Trustee of the Year. Aaron thanked the trustees for their support and also expressed appreciation for the students he worked with throughout the year.

Aaron introduced Haylee Ward, the ASCC President for the 2020-21 academic year.

Aaron reported that the Student Life and Involvement Center (SLIC) and the Associated Students of Centralia College (ASCC) have combined their groups and are adopting a new name – the Student Advocacy Activities Leadership Team (SAALT). Two members from 2019-20 academic year will be returning for 2020-21.

The trustees thanked Aaron for his service to the college and congratulated him on all that he has accomplished for the college during his tenure as ASCC president.

Faculty
Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers, reported the Executive Committee voted to donate $350 that would have been spent on the tenure and retirement receptions to the student food pantry. The American Federation of Teachers (AFT) matched the donation for a total donation of $700.

Mark Scheibmeir thanked Sharon for the statement from the Executive Committee denouncing racism and systemic discrimination.

Classified
No report was submitted.

Instruction
Dr. Joyce Hammer, Vice President Instruction, reported she has been reviewing the summer and fall schedules and working with facilities to ensure the COVID-19 cleaning requirements are met for the upcoming quarters.

Kelli Bloomstrom, Dean of Instruction, Transitional Studies, and CC East, introduced Angela Kiehn. Angela and Kelli applied for and were awarded the Open Doors Youth Reengagement (ODYR) Program with Mossyrock and Morton. The program will start in the fall and serve youth between the ages of 16 and 21. ODYR provides education and service to youth ages 16-21, by creating multiple pathways for students to realize success and provides an on-ramp to achievement through a performance based, individualized support model.

Christian Bruhn, Dean Arts & Sciences, stated there will be hybrid classes for summer and fall quarter. The team effort by faculty and staff has been excellent as the college strives to return to face to face classes over the next few quarters.

Connie Smejkal, Dean of Instruction, Business, Education and Family Development, reported 17 students submitted their Education Teacher Performance Assessment (EdTPA) test and 17 students passed.

Public Information Office
Amanda Haines, Director of Public Relations, provided a chart of all the current advertising efforts for review.
Currently, only Worker Retraining and the Bachelor of Applied Science in Management (BAS-M) YouTube ads are airing. The Running Start ad performed exceptionally well as is the BAS-M Online ad. There was 100% viewership on the BAS-M ad; continuing these ads after July 1 would be a worthwhile investment.

YouTube has been quite successful for college advertising. The results indicate that people watch the entire 30 second ad.

**Human Resources**
Julie Huss, Vice President Human Resources, had no other additional items to report.

**Student Services**
Dr. Robert Cox, Vice President Student Services, reported the Veterans Cording Ceremony is tomorrow night at 6:00 pm. Friday, June 12th via WebEx. He invited the trustees to attend.

460 Coronavirus Aid, Relief, and Economic Security Act (CARES) applications have been submitted; $326,000 has been awarded to students to date. Applications are still coming in steadily; there is a meeting weekly to determine how to distribute the funds.

The Student Food Pantry has not been utilized much this quarter; this is most likely due to lack of students on campus.

**Administrative Services**
Steve Ward, Vice President Finances and Administration, reported the Tech building project is almost done; there was more work than originally expected. Completion is estimated to be the end of June.

Acquiring the final piece of property needed for the multi-purpose athletic field project 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.

Information Technology (IT) has WIFI available for students in the TransAlta Commons (TAC) and Kirk Library parking lots for summer quarter. There are access points aimed at the former Kemp parking lot as well as CC East. The WIFI available in parking lots has a separate log-in; this information is for students only.

**Foundation**
Christine Fossett, Foundation Executive Director, reported this year the Exceptional Faculty awards went to Georganne Copeland, Business Technology Department, and Emmy Kreilkamp, Theater Department. The committee met via WebEx and was unanimous in their decision to award these two faculty members.

Dr. Richard Philips’ estate gifted the Foundation slightly over a million dollars to use toward generating scholarships. There were several other sizable gifts this past month as well as the smaller gifts made on a monthly basis.

The Southwest Washington Flexible Training Center (SWFT) is progressing nicely. The concrete and trenching work has been completed; the retention ponds and runoff collection spaces (all subterranean) are finished. The contractors are assembling the wall steel; soon the walls will be raised and placed.
5. **New Business**

**Board Retreat agenda items**
Mark Scheibmeir stated there are a number of items that need to be addressed at the retreat. He listed a few of the topics that need to be added to the agenda:

- Reorganization/revisiting the monthly agenda/work sessions
- Equity Issues/Training/Discussions
- Social distance and meeting in person (Phase 3 – it is possible to have the boardroom as a meeting area option?)
- Environmental scan – topics, interest
- Orienting a new trustee
- President’s evaluation

If any of the trustees have any suggestions, please provide them to Doris Wood-Brumsickle.

Jim Lowery suggested a hybrid model for the board retreat; something other than WebEx for the entire day. Dr. Mohrbacher added that the college should be in Phase 3 by the time of the board retreat and there will most likely be an option to meet in person.

Doris Wood-Brumsickle suggested using TransAlta Commons (TAC) 129 as a retreat venue. Dr. Mohrbacher suggested providing the trustees with two or three locations that could accommodate the trustees.

The traditional social gathering typically held at the end of the board retreat will be cancelled this year.

**Athletic Budget**
Dr. Robert Cox, VP of Student Services explained Senate bill 6493 requires public college and university boards to approve athletic budgets at a public hearing or meeting each year. Robert introduced Bob Peters, Athletic Director, who submitted a printout of the proposed 2020-21 Athletic Budget. Bob Peters explained line items and answered questions and reminded everyone that the biggest setback to the athletic budget this year is the cancellation of the Seattle to Portland (STP) bicycle ride. The STP event is the biggest fund raiser for athletics each year.

Robert noted that the budget submitted for approval has an Assistant Athletic Director as a line item. Due to the current budget scenario, this position will not be filled.

The Northwest Athletic Conference (NWAC) will be voting on a restart plan for the fall athletic season by next week.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD APPROVE THE 2020-21 ATHLETIC BUDGET AS SUBMITTED. THE MOTION CARRIED UNANIMOUSLY.

**College Budget**
Dr. Mohrbacher stated that the budget oversight Board Policy 5.011 requires the trustees to approve next year’s budget by June 30th. The college is asking the trustees to approve a roll-over of the current budget until the September 2020 board meeting at
which time there should be enough clarity on budget reductions to provide a more accurate estimate of what the college budget should be.

**BOARD RESOLUTION WITH REGARD TO THE 2020-21 BUDGET**

In accordance with Board Policy 5.011 – Budget Oversight – the Board of Trustees extend the current budget to the September 2020 Board of Trustees meeting.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD EXTEND THE CURRENT BUDGET TO THE SEPTEMBER 2020 BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

**Emeritus Status**

Dr. Mohrbacher provided an update on employees nominated and receiving emeritus status for 2020:
- John Martens

John Martens was nominated last year and at that time was deemed ineligible due to policy requirements. The committee met and wholeheartedly endorsed the nomination of John Martens for emeritus status.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD ACCEPT THE NOMINATION OF JOHN MARTENS FOR EMERITUS STATUS. THE MOTION CARRIED UNANIMOUSLY.

**Faculty Negotiated Agreement**

Dr. Joyce Hammer, VP Instruction, reported that the faculty voted unanimously to ratify the negotiated agreement and extend it for three more years. Some of the adjustments to the contract:
- The faculty salary schedule was updated to reflect the 3.2 Cost of Living Adjustment (COLA) increase.
- Salary updates will be done as needed throughout the contract period.
- Increased the non-teaching hourly rate.
- Clarified language regarding advising loads, part-time advising, and the summer advising process.
- Clarified language regarding Reduction in Force (RIF) units.
- Clarified language regarding distance education, online modalities, and removed some illegal language.
- Updated language regarding union dues to reflect the Janus decision.
- Removed an item regarding removal of tenure at the age of 70.

It was MOVED BY JIM LOWERY THAT THE BOARD OF TRUSTEES ENDORSE THE FACULTY NEGOTIATED AGREEMENT. THE MOTION CARRIED UNANIMOUSLY.
6. Old Business

Guided Pathways
Dr. Mohrbacher reported the funding for Guided Pathways Committee will most likely be reduced but there isn’t sufficient information at this time to predict the outcome. Guided Pathways is funded by the Workforce Education Investment Account which may be suspended by the Office of Financial Management (OFM).

The Guided Pathways Committee continues to work on their mission; the student survey was sent out and over 100 students returned their answers.

Student Success software is being discussed; there are two options that would work well for the campus.

The committee is working on integrating the student skills classes and the college success and career exploration courses to benefit more students. Colleges that implement mandatory Student Success classes have proved quite successful.

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 has been in contact with Cedar Mannan of Noble Neon regarding the color preference of the artwork. All those concerned agreed that the colors selected by Linda Foss and Doug Hitch would work well with the artwork hanging in the TAC lobby. The sign is scheduled to be done by the end of June.

7. Policy Governance

Policy Updates
Dr. Mohrbacher reported these policies were reviewed and updated at the June 3, 2020 Institutional Effectiveness meeting:

- 3.010 – Absence of Instructor
- 4.020 – General Admission
- 4.045 – Course Audits
- 4.075 – Withdrawing from Classes
- 4.100 – Grade Forgiveness

Policies below were deleted:

- 3.020 – Advisory Committee – Vocational Programs
- 3.260 – Student Attendance
- 4.185 – Withdrawing from Classes

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.
10. Action from Executive Session

There was no executive session.

11. Board Elections

It was MOVED BY TRUSTEE JIM LOWERY TO ELECT DORIS WOOD-BRUMSICKLE TO THE POSITION OF CHAIR OF THE BOARD OF TRUSTEES FOR THE 2020-21 YEAR. THE MOTION PASSED UNANIMOUSLY.

It was MOVED BY TRUSTEE JIM LOWERY TO ELECT DEBBIE CAMPBELL TO THE POSITION OF VICE CHAIR OF THE BOARD OF TRUSTEES FOR THE 2020-21 YEAR. THE MOTION PASSED UNANIMOUSLY.

12. Comments

Mark Scheibmeir thanked the trustees for their cooperation throughout the year, a most unique year. He thanked Janet Reaume for her assistance and aid while he served his year as board chair.

Doris Wood-Brumsickle thanked Mark Scheibmeir for his thoughtful and careful leadership of the Board of Trustees for the 2019-20 year.

Dr. Mohrbacher expressed his appreciation of Mark’s leadership and commended Mark on his ability to think matters through and to ask the questions that needed to be asked.

Announcement of Upcoming Meeting Date and Place:

The board retreat will be July 9, 2020 with a location yet to be determined.

The next board meeting will be Thursday, September 10, 2020 in the Hanson boardrooms.

Adjournment

The meeting adjourned at 6:45 p.m.

APPROVED:

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