

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

**WebEx – TAC 230  
Centralia College  
Centralia, Washington**

**Study Session/Regular Meeting  
May 13, 2021  
3:00 P.M.**

**MINUTES**

• **Study Session**

Monitoring Report 2021

Dr. Mohrbacher gave a PowerPoint presentation on the Centralia College Mission Focus Areas. The report referenced the mission statement and provided the benchmarks, objectives and indicators that provide the information on whether the college is meeting the goals of the institution.

Dr. Mohrbacher explained the objectives and how the benchmarks are scored. A scoring rubric was provided as well as the data that was used to determine where the college was meeting the benchmarks, where there was room for improvement, and where the benchmark was not met.

The trustees will receive the final draft report to review prior to the June 10, 2021 meeting for final acceptance and approval.

**1. Call to Order**

Board Chair Doris Wood-Brumsickle called the meeting to order at 4:00 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:**

All-Washington Academic Team

Dr. Mohrbacher introduced the 2021 All-Washington Academic Team members:

- Susan Clark, Workforce nominee
- Jay Caird, Academic Transfer nominee
- Benjamin Corwin, Academic Transfer nominee

Dr. Mohrbacher congratulated all of the applicants for their hard work and wished them continued success on their educational endeavors. The three award winners received checks for \$500 sponsored by Centralia College Foundation and Key Bank.

## **Open Forum**

No one requested to speak in open forum.

## **REGULAR AGENDA**

### **Adoption of Minutes:**

It was MOVED BY COURT STANLEY THAT THE BOARD APPROVE THE REGULAR MINUTES OF April 8, 2021 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

## **Trustee Reports**

### **Trustee Activities**

Court Stanley reported that members of the forestry industry expressed an interest regarding a potential partnership with Centralia College. The Department of Natural Resources (DNR) recently received money for forest health and forest restoration; to fulfill the funding requirements, a work force skilled in forestry health and restoration must be developed. With the help of Christine Fossett and Janet Reaume, a meeting will be scheduled in the Southwest Washington Flexible Training (SWFT) Center where college and forestry industry representatives will be able to tour the facility and discuss the possibilities and potential of an industry/college partnership. Currently, a few more names are needed to round out the roster of invitees. Court noted that the proposed partnership has great potential for expansion.

Mark Scheibmeir commended Brian Rauscher on his informative presentation on Guided Pathways on April 21, 2021. Providing a counselor's perspective was valuable and provided a different aspect of the Guided Pathways program.

Debbie Campbell reported she attended the Trustee Tuesday April 20, 2021 WebEx meeting. The session was titled "Trustee, Board, and Presidential Evaluations" with Dr. Preston Pulliams, President of Gold Hill Associates. Debbie took notes and expressed appreciation for the information and great discussion at the meeting.

Doris Wood-Brumsickle reported she attended the Foundation's Executive Committee meeting May 12, 2021.

Stuart Halsan reported he attended the virtual All-Washington Academic Team ceremony. Stuart also reported he was able to watch and listen to two of the Vice President of Finance and Administration (VPFA) candidates. There is one more VPFA applicant interviewing tomorrow; the sessions are at 11:00 a.m. and 1:30 p.m.

## WA-ACT

Doris Wood-Brumsickle reported that the WA-ACT Spring Conference and Annual Business Meeting is scheduled for May 18, 2021. Doris noted that there are three sessions that trustees may register for:

- “The Role of Trustees: Building Our Capacity for Advancing the Equity Walk” with speaker Dr. Tia Brown McNair
- ACT Business Meeting (limited to trustees only)
- “This Future Begins Now: The Permanent Partnership of Education and Generational Strategies” with speaker Chuck Underwood

Doris added that the registration for the spring conference is online and the e-mail reminder has the registration link.

## ACCT

No report given.

## CC Foundation

Doris Wood-Brumsickle, Foundation liaison, reported that the annual planning meeting will be Wednesday, May 19 at 4:00 pm. The projects listed below are on the agenda:

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

Doris invited the trustees to attend the upcoming planning meeting and to watch for meeting details in their e-mail.

## **President’s Report**

Dr. Mohrbacher reported fall planning is underway. It is unclear whether the governor will issue a vaccine requirement. Most of the four-year colleges have announced a vaccination requirement prior to fall enrollment; there will be logistics that will need to be addressed if a vaccine is mandated. If the colleges are issued a mandate, then the social distance requirements will need to be reduced to 3’ to be able to function normally. Regardless of the outcome, a decision now would allow for planning and determining operation details. A return to a more normal learning environment would help boost the enrollment numbers.

Federal legislation – *Success for Rural Students and Communities Act of 2020* is sponsored by Susan Collins (Maine) and has bi-partisan co-sponsors. This grant program could provide funding for partnerships similar to the Centralia College/Chehalis Foundation partnership, among other things. The bill would improve college access for rural students and encourage community stakeholders to partner together to help their students enroll, graduate, and enter the workforce. The partnerships would draw on the talents of local school districts, institutions of higher education, regional economic development entities, and community serving organizations. The college was contacted by a public relations firm that saw an article on the Centralia College/Chehalis

Foundation partnership; work has begun with J. Vander Stoep to encourage our Legislators to co-sign as sponsors.

Work has begun on a statewide ad campaign to promote community and technical colleges. The message is simple: community colleges are here and provide high quality education while being affordable. If the ad campaign works, it may be used again next year. When all the community colleges unite, their collective purchasing power outweighs what an individual college can buy. Amanda Haines added that the Public Information Council (PIC) suggested messaging current students to get them registered for summer and fall.

The Northwest Athletic Conference (NWAC) is discussing the idea of potentially moving to the Sports Hub in Centralia. The NWAC is currently headquartered at Clark College in Vancouver; they still need to determine whether this is viable option. Our current discussion with NWAC is about how much work would be required for the college to become the fiscal agent, while the Sports Hub would be the landlord.

The design funding for the new Teacher Education and Family Development Center was included in the Capital Budget. Selecting the architect for the pre-design process is already underway with the intent to move the selection process along as quickly as possible. It would be ideal to have the design work done approximately six months before the deadline. The planning process has yielded an estimate on the square footage needed with the possibility of an option that would include facilities. The placement of facilities could also be in a separate facility; either of those two options will remain open at this point.

Over the past few years, community and technical colleges have increased their efforts to make their requests more apparent to the legislature. This past legislative session proves that the increased efforts have been effective.

Dr. Mohrbacher noted that Stuart Halsan will be finishing ten years as a trustee this fall. If anyone has any suggestions or recommendations as to who may possibly be interested in serving as a trustee, please have the prospective trustee contact the President's Office to schedule a meeting. Dr. Mohrbacher explained that a realistic expectation regarding the commitment of a trustee would be beneficial to both parties.

The college will be celebrating tenure attainment and 2021 retirements in a combined event this year. As soon as a date and time is determined, the President's Office will send out a notification to the trustees regarding the upcoming celebration.

The commencement schedule will include the two honorary degrees to Joanne Schwartz and Jim Lowery. Students will be scheduled throughout the noon to 6:00 p.m. time frame. The President's Office will contact both honorary degree recipients that they are scheduled to receive their degrees at approximately 3:30 in the afternoon. The President's Office will also send out an email to the trustees requesting a preferred time and length of time for handing out diplomas; a schedule will be worked out accordingly.

### **SAALT**

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

The SAALT team had a successful Earth Week. The schedule was full of informative virtual sessions including recycling, backpacking, hiking, climate change, and how to live more sustainably. There was representation from both students and staff.

Spring Fest is Tuesday, May 18 to Thursday, May 20, 2021. There are several different events planned:

- Psychic readings & caricatures
- Chinese calligraphy workshop
- Magic show with Derek Hughes
- Tie Dye T shirts
- Comedy show with Gianmarco Soreis
- Bob Ross Night with the Art Club

The SAALT team continues to explore other options to engage students. There are a few more “Real Talks” scheduled in the remainder of spring quarter.

SAALT has recently finished the application process for three positions on student government. Haylee noted that it will be exciting to see who the new team will be.

SAALT will be hosting a virtual cooking event with chef Dr. Mohrbacher on Wednesday, May 26, 2021. The menu will be selected next week. Haylee invited the trustees as well as students and staff to join in the virtual event – it should be fun!

### **Faculty**

Nothing further added to the report.

### **Classified**

Renae Z'berg, classified representative, introduced Piper Johnson, Program Assistant in the Career and Technical Education Office, as the new classified representative. Renae thanked the Board of Trustees for the opportunity to serve as classified representative but Piper will be taking over that responsibility. Piper provided a brief background stating she started as a student worker and is now a recent graduate of the Bachelor of Applied Management program.

### **Instruction**

Dr. Joyce Hammer, Vice President Instruction, reported Centralia College successfully presented the Bachelor of Applied Sciences in Behavioral Health Care program to the State Board for Community and Technical Colleges (SBCTC) Thursday, May 6, 2021. The next step in the process is program approval by the Northwest Commission on Colleges and Universities (NWCCU). Connie Smejkal, Dean of Instruction, Business, and Family Development, added that the expected class size for the first-year cohort is twelve students. It is hopeful that demand for the program will grow to a 28 to 30 student cohort; there is community interest in the program. The program will be a hybrid model and offered in the evening.

Dr. Hammer thanked Kelli Bloomstrom, Dean of Instruction, Transitional Studies and CC East, for her instrumental work in working to expand the Integrated Basic Education

Skills and Training (IBEST) programs. There has been interest from faculty to assemble the IBEST teams as well as interest in promoting an academic IBEST program with matches in math and English. This will provide a great opportunity for students.

Toby Avalos, Assistant Professor Social and Cultural Anthropology, has been selected to receive an IDEAS grant (Increase and Diversify Education Abroad for US Students) in the amount of \$27,014. This grant from the US Department of State will support the Taiwan Student Abroad Program.

With the help of Jake Fay, Dean of Instruction, Industrial and Healthcare, an industrial trades pathway is being launched. This pathway will serve students choosing mechatronics, energy technology, Electronics-Robotics-Automation (ERA), diesel and welding. These students will be taking similar courses during their first year and will branch out and become more specialized during their second year. This should be an efficient pathway and should easily meet approval.

### **Public Information Office**

Amanda Haines, Director of Public Relations, reported there are currently several advertising campaigns using YouTube, Facebook, and radio through the end of the fiscal year.

The photographer/videographer position should be filled within the next couple weeks.

The office is prepping for graduation.

Amanda reported interviewing Emily Hammargren regarding her WA-ACT award; when her picture is taken, the story will be published.

### **Human Resources**

Dr. Erica Holmes, Vice President of Human Resources and Equity, thanked those staff members who were able to attend the Vice President of Finance and Administration forums.

Dr. Holmes reported that there are a number of searches in progress.

Dr. Holmes reported that the Justice, Equity, Diversity, and Inclusion (JEDI) Committee is working on a retention strategy that would tie into the college strategic plan around equity, diversity, and inclusion (EDI). The process will include input from students, faculty, staff and administrators and should be ready by the end of fall quarter.

### **Student Services**

Dr. Robert Cox, Vice President Student Services, explained the student success management system *EAB Navigate*. The software is purported to link administrators, advisor's, faculty, staff, and students in a coordinated care network designed to help community colleges and universities proactively manage student retention and success to deliver a return on education. There are several features that should make *EAB Navigate* a valuable tool:

- assists with the intake process
- robust academic alert
- data analytics

The college will have Canvas, ctclink, and EAB Navigate available for students.

### **Administrative Services**

Steve Ward, Vice President Finances and Administration, reported the recent financial and accountability audits are now finished. Both audits are considered to be clean, albeit somewhat behind in the college's regular auditing schedule, due to ctclink implementation as well as pandemic restrictions.

The work on 2021-23 college capital projects are underway beginning with the architect selection and pre-design. Working with the Department of Enterprise Systems (DES) has had its challenges with both the Teacher Education and Family Development Center (TEFD) and the multi-purpose athletic field. The field has run into design and costing difficulties perhaps due to the COVID situation and remote work situations.

Steve stated that regardless of any set-backs, the capital projects are queuing up before the end of this academic year to provide an even start to the 2021-22 year.

Stuart Halsan thanked Steve for all of the work he has done during his tenure at the college.

### **Foundation**

Christine Fossett, Foundation Executive Director, reminded everyone that next Wednesday, May 19, 2021 at 4:00 pm is the Foundation's Annual Planning meeting and extended an invitation to the trustees to attend the meeting.

## **4. New Business**

### **Budget Presentation**

Steve Ward, Vice President Finance and Administration, provided information on the budget forecast, explained how the budget was balanced, the budget forecast for fiscal year 2022, revenue forecast for FY 2022, and FY 2022 budget expenditures. Steve also provided an explanation of how enrollment issues affect the District Enrollment Allocation Base (DEAB) and how it may impact the college budget in the future.

Steve Ward explained Safe Harbor funding and the net reduction in the allocation amounted to \$175k, which was covered by the reductions enacted during the year. The college received an allocation from the Governor's Emergency Education Relief (GEER) Funds of \$720k, which was then incorporated into the revenue as one-time funds for FY21. Tuition for the year fell as predicted by approximately \$625k but is still close to budget as of April, 2021. With these adjustments, the college was able to operate within this new level without reliance on budgeted transfers from the Running Start fund revenues of approximately \$1.4million. These funds were retained in the local accounts and calculated in meeting Board Policy 5.011 - Budget Oversight, maintaining two months of operating expenses in reserve.

Mark Scheibmeir stated that it was good to have money back in the college reserves again.

Steve Ward added that there was a Budget, Review, and Planning forum on May 4<sup>th</sup>; the BRP committee will meet to discuss and answer questions that were generated by the college community.

Dr. Mohrbacher further explained the Safe Harbor concept as an allocation model designed to move money between colleges based on enrollment. When money is allocated to the colleges from the legislature, that money is held out for four years, and after four years it rolls into that funding model. Depending on the college's mix of employees to enrollment – the college could gain or lose in that model.

Mark Scheibmeir questioned future funding; how will the college budget look without GEER or special funding dollars.

#### Tuition Increase

Dr. Mohrbacher reported the college system is authorized to increase tuition by 2.8%. The increase is tied to the fourteen-year consumer spending index. The statewide indicator dictates that it is time to increase tuition; however, the number is up more than expected. The State Board for Community and Technical Colleges (SBCTC) has to vote to authorize that increase and has received the recommendation to authorize the increase. The SBCTC will vote on it at their June meeting which is after the Board of Trustees June 10 meeting. Dr. Mohrbacher suggested the board anticipate the 2.8% increase and be prepared to approve the increase. The board could make a motion to approve whatever the SBCTC authorizes. That action will take place at the June Board meeting.

#### Mid-Cycle Accreditation visit report

Dr. Joyce Hammer, Accreditation Liaison, reported that the accreditors noted that the college has a good framework in the mission fulfillment process but suggested refining and improving the process to arrive at a more established development process.

There was no surprise when the accreditors suggested that the college needs to continue to work on data gathering for student achievement and on the dashboards. The student learning competencies need to be developed further; this work should be finished by the end of fall quarter.

The college will need to have evidence to show that it is using the data in assessment, assessing student learning, and making changes based on those results. Resource allocation needs to be based on assessment results; the college needs to make that clearer. The accreditors also suggested that the college narrow the focus of the objectives related to supporting community.

The college's work is to demonstrate how the monitoring report ties to mission fulfillment. The college must show the data and establish how it is used at the Year 7 visit; all must be tied to the goals and indicators.

Dr. Mohrbacher added that the college may only correct factual errors; the report will be sent back to the commission in June.

#### Emeritus nominations

Dr. Mohrbacher provided an update on employees nominated for emeritus status for 2021. The 2021 nominations are:

- Georgia McKinley
- David White
- Georganne Copeland

It was MOVED BY COURT STANLEY THAT THE BOARD AWARD EMERITUS STATUS TO GEORGIA MCKINLEY, DAVID WHITE, AND GEORGANNE COPELAND AS NOMINATED. THE MOTION CARRIED UNANIMOUSLY.

The President's Office will notify the nominees of their honorary award.

## 5. Old Business

### Guided Pathways

Dr. Robert Cox reported the Guided Pathways annual performance report is due soon; the report is almost finished. The areas of study are slated to be formally approved and the advisors are starting to integrate the areas of study into their intake advising.

Dr. Joyce Hammer added that the work plan is due to the State Board. There are 240 questions that need to be answered.

Georganne Copeland, co-chair for the Guided Pathways Steering Committee, is retiring this year. The search is on for a new co-chair. Dr. Hammer stressed the effectiveness of faculty leaders in this role.

The trustees decided that the Guided Pathways report can be removed from Old Business and reported on a quarterly basis rather than monthly.

### Monitoring Report review

Dr. Mohrbacher stated that the final version of the report will be presented to the trustees at the June meeting for a motion.

### Board Retreat Planning

Doris Wood-Brumsickle proposed providing a set of evaluation questions for the trustees and the president at the June meeting. The questions would be answered at home and discussed at the July board retreat. Doris volunteered to summarize both the trustees' and the president's evaluation.

Dr. Mohrbacher stated that discussion regarding a replacement for Stuart Halsan can be discussed at the retreat; it depends on who and when an applicant applies.

Dr. Mohrbacher provided an electronic handout listing the items to be reviewed at the July 8, 2021 board retreat:

- Linking budget and mission
- Post COVID planning
  - Community outreach
  - Rebuilding enrollment
  - Image & marketing efforts
  - Community events
  - Capital projects
- Tenure orientation
- Book Discussion: *From Equity Talk to Equity Walk*
- Board self-evaluation
- President's evaluation
- New Trustee orientation process

Court Stanley volunteered his cabin on Steamboat Island Road; Court will provide the cabin's address to the President's Office. Stuart Halsan suggested that the retreat have a WebEx or Zoom component.

It was discussed and agreed that the trustees would gather at 8:30 a.m. and the meeting would start at 9:00 a.m. Court noted that it takes approximately 45 minutes to travel to his cabin from Centralia.

## **6. Policy Governance**

### Policy Updates

Dr. Mohrbacher reported the following policies were reviewed and updated at the May 5, 2021 Institutional Effectiveness meeting:

- 4.085 – Family Educational Rights Privacy Act (FERPA)
- 4.115 – Honors

## **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 forty 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, considering the sale or acquisition of real estate, and reviewing professional negotiations. The board reconvened into open session at 6:55 pm.

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

There was no action from Executive Session.

## **9. Comments**

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

The next meeting will be Thursday, June 10, 2021 via WebEx and in TAC 230.

### **Adjournment**

The meeting adjourned at 6:57 p.m.

### **APPROVED:**

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*Doris Wood-Brumsickle, Board Chair*

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*Dr. Bob Mohrbacher, Board Secretary*