

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

**TransAlta Commons 105B/WebEx
Centralia College
Centralia, Washington**

**Study Session/Regular Meeting
November 12, 2020
3:00 P.M.**

MINUTES

• **Study Session**

Tenure Presentation

Kim Thompson, third year probationary faculty, gave a PowerPoint presentation on “Breaking Even at the Ballpark.” Selling hotdogs at a ballgame provided the example of how a vendor “breaks even.” Kim explained a contribution margin as a product’s price less all of the associated variable costs. A variable cost is a calculated amount that is based on what will be spent and how much product will be sold. The result is an incremental profit earned for each unit (hotdog) sold. The total contribution margin generated represents the total earnings available to pay for fixed expenses and to generate a profit.

Kim teaches this and several similar concepts to her students; Kim closed by stating that everyone benefits from some accounting knowledge.

Center of Excellence

William Westmoreland, Director Center of Excellence, gave a PowerPoint presentation on the role of the Center of Excellence at Centralia College.

William provided a brief history of the formation of the Center of Excellence. The original goal was to support economic growth for key Washington sectors and to provide a highly skilled and a readily available workforce. The core expectations of a Center of Excellence have expanded to include:

- Economic Development – Serve as partners to support economic vitality and competitiveness in driver industries.
- Industry Sector Strategy – Expand technical college partnerships to support and promote a relevant workforce education and training.
- Education, Innovation and Efficiency – Support development of curriculum and delivery of educational strategies to build a diverse and competitive workforce.
- Workforce Supply – Disseminate information to training capacity, skill gaps, trend, and best practices with industry sectors to support new and incumbent workforce.

William provided several links and encouraged the trustees to contact him if they had any further questions.

1. Call to Order

Board Chair Doris Wood-Brumsickle called the meeting to order at 4:08 p.m.

2. Roll Call

Board members present via WebEx and in person:

- Doris Wood-Brumsickle, Chair
- Debbie Campbell, Vice Chair
- Court Stanley
- Stuart Halsan
- Mark Scheibmeir

3. Flag Salute – Court Stanley

4. Introductions/Presentations:

5. Open Forum

No one requested to speak in open forum.

REGULAR AGENDA

Adoption of Minutes:

Doris Wood-Brumsickle requested that the regular minutes of October 7, 2020, under item 12, page 8, clarify the language in the paragraph to reflect that the three Centralia College board members who also serve on the United Way board, recuse themselves from voting on the United Way board on any subject where there may be a perceived conflict of interest.

It was MOVED BY MARK SCHEIBMEIR THAT THE BOARD APPROVE THE REGULAR MINUTES OF October 7, 2020 AS CORRECTED. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY COURT STANLEY THAT THE BOARD APPROVE THE SPECIAL MINUTES OF October 22, 2020 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Trustee Activities

Mark Scheibmeir noted that several of the trustees attended the Saturday, October 17, 2020 gathering at Dick's Brewery that was held to celebrate Jim Lowery's ten years of service as a trustee to the college.

Mark commended Centralia College East and Centralia College Foundation for teaming together to provide the fall seminar series. Mark noted that they were interesting and well attended.

Stuart Halsan added that he attended the Legislative Action Committee meeting via Zoom this morning; he reported that the state is most likely slated to run out of funding.

WA-ACT

Doris Wood-Brumsickle reported the annual ACT Conference meets tomorrow (virtually) on November 13, 2020. The conference is from 9 to 11:00 a.m.

ACCT

No report for this area.

CC Foundation

Doris Wood-Brumsickle reported that the Executive Committee met last night.

The Foundation gala was held Saturday, November 7, and raised approximately \$35,000. This was the first virtual gala and the internet connection proved to be an issue for the live virtual auction. Despite connectivity issues, the *Raise the Paddle* campaign generated a good response.

President's Report

Dr. Mohrbacher reported that he attended the Legislative Action Committee (LAC) meeting this morning as well. Dr. Mohrbacher said LAC participants listened to Senator Keiser who recommended a more strategic approach to balancing the budget rather than across the board cuts. Senator Keiser also spoke to the regressive taxation structure currently in place; her two revenue solutions would be a capital gains tax and tax on high earners. The Washington College Grant will most likely not get cut; legislators want to encourage low income students to attend college for free. Budget priorities for the state were listed as:

- economic recovery and equity,
- expanding the ability to support worker retraining students,
- job skills program,
- supporting Guided Pathways.

The State Board for Community and Technical Colleges (SBCTC) reported numerous inquiries from legislators regarding community college budget concerns; most were looking for creative solutions to the college budget dilemmas.

Dr. Mohrbacher stated that everyone with a centralia.edu e-mail address receives Everfi Training reminders. Trustees do not need to participate in the trainings, however the Title IX and Clery Act training may be of interest.

An updated ctcLink report was sent to the trustees prior to today's meeting. The status has been updated; Centralia College moved from several red designations into yellow. There is a large amount of work falling on a small number of people; key employees are training on User Acceptance Testing, Data Validation, training activities, and dual processing for processes such as financial aid and payroll. The next business cycle, staff in financial aid and payroll will run those processes simultaneously – effectively doubling their workload while checking to see if the system is working. Some

things have been configured incorrectly; HR is currently set up to approve all travel. The college is still scheduled to GoLive the first week of February.

November and December furlough days were cancelled. The revenue picture improved somewhat and the changes to the Shared Work Program made the college employees ineligible.

Tuesday, November 10, the Centralia City Council voted to approve the college's request to vacate the block of Iron Street that runs through the proposed athletic field. This was the second reading and no one spoke in opposition to it; the Centralia City Council voted unanimously in favor of vacating the street.

The ban on external events being hosted on campus has been extended. It is hopeful that there will be winter sporting events by the first of January but athletes will most likely play without an audience.

SAALT

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

- SAALT is working on future events that motivate students to get engaged and involved while learning in a remote environment.
- Two campaigns – Preventing domestic violence and The Great American Smoke Out.
- Wednesday, October 28, the students hosted a “What’s Up Wednesday.” This forum provided time for students to voice their thoughts and concerns with Dr. Mohrbacher. Students voiced concern regarding communications—working in a remote environment makes them feel less connected to the college, their instructors, and other students. However, students reported that overall their classes are going well, in spite of the obstacles. Students do not think that the use of Canvas banners is very effective; their biggest issue has been a lack of connection. The students plan on continuing this meeting throughout the year.
- SAALT welcomed voters as they used the Ballot Box on Centralia College Boulevard. Over 200 voters utilized the box in the Kemp parking lot.

Faculty

Dr. Sharon Mitchler, faculty representative, Centralia College Federation of Teachers President, was commended by Doris Wood-Brumsickle for being interviewed in an October 30, 2020 article in *The New York Times*. Sharon was asked by the newspaper to explain her recent change of philosophy regarding deadlines and how it is working for her and the students. Sharon now uses a “best by” date for students’ assignments; she may continue using this technique after the pandemic is over.

Classified

Renae Z'berg, Classified Staff representative, had nothing additional to add to her report. Doris Wood-Brumsickle thanked Renae for the additional work helping employees with the correct use of cleaning and proper sanitizing protocols -her extra work is appreciated.

Instruction

Dr. Joyce Hammer, Vice President Instruction, provided information regarding a mentorship program available with the Lake Washington Institute of Technology. The program is available to students in the Bachelor of Applied Science Information Technology (BAS-IT) program; Joyce expressed appreciation that Centralia College is able to participate in that program.

Connie Smejkal, Dean of Instruction, Business, Education and Family Development, is working on a Bachelor of Applied Sciences program in Human Services. Connie is currently writing the needs statement to present to the State Board for Community and Technical Colleges (SBCTC). The program will serve people in our community who need and/or want mental health programs.

The Performing Arts December performances will be done using the Zoom platform; there won't be any people who will be allowed to be in the theater. Emmy Kreilkamp, Drama instructor, has figured out how to keep the program going with one-act plays and solo performances.

Holly Collins, Library & Archives Paraprofessional, continues to decorate the library foyer with her creative displays.

The Green Hill program is working well; other programs operated by the Department of Children, Youth and Families (DCYF) are calling to see if there is an opportunity to partner with Centralia College.

Dr. Mohrbacher added that he spoke briefly with Aaron Fowler, 2019-20 Associated Students of Centralia College president, prior to the meeting. Aaron expressed appreciation for the classes being offered and the work Centralia College is doing for the residents of Green Hill.

Public Information Office

Amanda Haines, Director of Public Relations, reported the statewide media preferences survey closes on November 15th; she is looking forward to reviewing the survey results. Statewide and regional data will be available.

The survey is comprehensive; approximately twenty to thirty minutes are needed to complete it. The survey could provide the college with information on how students consume media, what type of media they consume, and what their communication preferences are. There are standard questions as well as questions broken into regions; there will be an opportunity to compare Centralia's students to students at other colleges.

Human Resources

Tammy Remund, Interim representative of the Vice President of Human Resources, provided the names of the five finalists for the position of Vice President of Human Resources and Equity.

The interview schedules and applicant names are:

- November 16 – Tamara Herdener, J.D. Notre Dame Law School
- November 17 – Clarice Nnanabu, M.A. Applied and Social Linguistics
- November 23 – Barbara Robles, J.D. Valparaiso University Law School
- November 24 – Sylvia Edgar, J.D. Indiana University
- November 30 – Erica Holmes, Ed.D. University of Sarasota

Student Services

Dr. Robert Cox, Vice President Student Services, reported student athletes have been on campus but athletics will not get started until the new year. Athletes will start their two-week quarantine period again after their return from the holiday where they will resume two-week small number of people practices.

The Financial Aid department usually spends their fall evenings with the local high schools and that work is continuing with remote Zoom workshops and presentations. Mossyrock, Rochester & Chehalis are taking advantage of the remote connection with the college and participating in the Zoom meetings.

Robert provided a brief explanation on the Student Emergency Assistance Grant (SEAG) funds. The college was originally awarded \$50,000 in SEAG money; there is approximately \$26,713 in funding left for the 2020-21 academic year. These funds have helped 52 students with emergency grant funds to help with expenses related to a one-time emergency.

Robert explained that Trio's Annual Performance Reports (APR) will be included in December's board report rather than the November report as stated.

Robert provided clarification on the Disability Services report; those students who come to Student Services and request services are accommodated. The college follows the Americans with Disabilities Act (ADA) guidelines.

Robert noted that it is difficult to forecast future enrollments; registration for winter quarter has not started. At this point it is too early to know; it would just be speculation.

Administrative Services

Steve Ward, Vice President Finances and Administration, reported at the Tuesday night Centralia City Council meeting, the Council voted unanimously to support the request for street vacation, as well as the financial reimbursement arrangement for the costs related to relocating the utilities. Most of the questions were about traffic, parking, and noise from events.

Centralia City Council suggested that the college host a public input process with a comment period. In the past, the college has provided an opportunity for neighbors and community input; the Centralia City Council will be apprised when the proposed comment period is scheduled.

Steve provided an update on sidewalk improvements; there is separate capital funding for improving the walkways around the college. There are areas that have needed attention for some time; those areas are currently being repaired.

Bob Peters, Amanda Haines and Student Government met to discuss the placement and design of signs announcing the future development of the multi-purpose athletic field. College programs will be prioritized with college activities and events taking precedence over community or local high school events.

Robert Cox added that the trustees may have seen the Assistant Athletic Director position posted. This position will assist with managing the field project, fundraising, as well as rental and usage of the multi-purpose athletic field.

Foundation

Christine Fossett, Foundation Executive Director, reported that the speaker series, held in conjunction with Centralia College East, was well attended.

The gala went well and as good as expected. There were some connectivity issues but donors have been in contact with the Foundation and will be sending in their donations. It is expected that the gala will make approximately 35K in revenue.

Christine met with Robert Cox and Nicole Silva regarding unclaimed scholarships. It was decided to open up a second round of scholarships for winter and spring; this may help with enrollments.

By the December 10th board meeting, the Foundation will have opened up the scholarship application process for the 2021-22 academic year. Please let anyone who is interested know that there are a significant number of scholarships available for students.

6. New Business

No new business on the agenda.

7. Old Business

Guided Pathways

Dr. Joyce Hammer reported that the committee is working on developing their three primary areas of concentration.

Currently, work is being done converting Student Development career planning courses into Human Relations courses. Guided Pathways members will be working with Connie Smejkal and Joe Burr as Human Relations courses are developed for fall 2021.

Gwen Nuss is working on the data that demonstrates how students benefit from taking Student Development courses.

Guided Pathways is also working with Amanda Haines in the Public Information Office; faculty groups are creating materials that show transfer pathways.

Dr. Mohrbacher added that Centralia College will be benefiting from the help of two Guided Pathways coaches, Dr. Connie Green, former President of Tillamook Bay Community College and Samantha Dana, Associate Vice President for Institutional Effectiveness at Clover Park Technical College. These two coaches will read Centralia's plan and act as a sounding board to provide feedback as well as assisting the college from planning to implementation to scaling.

8. Policy Governance

Policy Updates

Dr. Mohrbacher reported these policies were reviewed and updated at the November 4, 2020 Institutional Effectiveness meeting:

- 1.160 – Law Enforcement
- 3.060 – Class & Office Disruptions & Student Discipline
- 3.080 – Class Rosters
- 4.055 – Classroom & Office Discipline

Policies below were updated:

- 4.095 – Financial Obligations

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 fifteen minutes. At 5:18 pm board members moved into executive session for the purpose of consultation with legal counsel regarding actual or potential agency litigation. The board reconvened into open session at 5:33 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, December 10, 2020 in the Hanson boardrooms.

Adjournment

The meeting adjourned at 5:36 p.m.

APPROVED:

Doris Wood-Brumsickle, Board Chair

Dr. Bob Mohrbacher, Board Secretary