

COMMUNITY COLLEGE DISTRICT TWELVE BOARD OF TRUSTEES Centralia College	
Boardrooms/WebEx Centralia College Centralia, Washington	Study Session/Regular Meeting October 7, 2020 3:00 P.M.

MINUTES

- **Study Session**

Orienting a New Trustee

The study session concentrated on the aspects of becoming a trustee in the community college system. Dr. Mohrbacher gave a PowerPoint presentation that outlined the Mission Statement of the college and gave a brief overview of the 2019-20 Monitoring Report (available on the public facing website as well as the college's intranet).

Stuart Halsan gave a brief introduction into Policy Governance.

Each trustee contributed an aspect of the board they thought helpful including how to interact with the president and how to work collectively as a team.

A list of key duties of the Board of Trustees was included:

- Hire and evaluate the President
- Delegation of Authority through policy
- Oversee Strategic Planning, establish college priorities
- Liaison to the community
- Granting tenure
- Approval of new degrees
- Naming of Facilities
- Commencement & other campus activities

Each VP gave a brief description of their division and what their roles are on campus.

Trustees welcomed Court Stanley as their newest board member and thanked him for his willingness to serve on the Centralia College Board of Trustees.

1. Call to Order

Board Chair Doris Wood-Brumsickle called the meeting to order at 4:10 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. Introductions/Presentations:

Bob Peters, Athletic Director, introduced head coach Susan Gordon and the members of the women's 2020 volleyball team.

Bob Peters, Athletic Director, introduced head coach Clarence Gunderson and members of the women's 2020 soccer team. Clarence Gunderson is in his second year of coaching the women's team.

4. Open Forum

No one requested to speak in open forum.

REGULAR AGENDA

Adoption of Minutes:

It was MOVED BY MARK SCHEIBMEIR THAT THE BOARD APPROVE THE REGULAR MINUTES OF September 10, 2020. THE MOTION CARRIED WITH ONE ABSTENTION.

Trustee Reports

Trustee Activities

Mark Scheibmeir reported that he listened to the Budget, Review and Planning presentation and found it to be quite informative. Mark added that it was also good to hear the perspectives of faculty and staff on the college's budget issues.

WA-ACT

Doris Wood-Brumsickle reported participating in a conference call with the Education Committee to finalize the agenda for the annual ACT Conference (virtual) on November 13, 2020. The committee will meet after the fall conference to discuss plans for the January 2021 Conference; the committee would like to provide programs for trustees but there is uncertainty about the conference format.

ACCT

Doris Wood-Brumsickle reported that the annual ACCT Leadership Congress is currently in session. From October 5 through October 8, 2020 trustees, presidents, foundation representatives and experts are invited to exchange information in a virtual environment on successful new models, innovations, and programs.

CC Foundation

Doris Wood-Brumsickle reported that the Executive Committee meets next Wednesday.

President's Report

Dr. Mohrbacher reported that Centralia College operations are not tied to county phases regarding COVID-19; Lewis County restrictions may have an effect on the college but it isn't automatic. If conditions worsen, hybrid classes could move to fully online. Conversely, if conditions improve, the college could add a few more student activities back to campus.

The Vice President of Human Resources and Equity (VP of HRE) committee will begin reviewing applications Monday, October 12th.

ctcLink – The college is hurtling towards implementing the PeopleSoft software in February. It is a large amount of work for a relatively small group of employees. This training is coupled with remote operations, budget cuts, and limited on-site staffing. Employees are participating in training, planning, data validation, and user acceptance training to ensure everything works when the system is converted.

Washington Association of Community and Technical Colleges (WACTC) presidents group meets October 8 – 9, 2020. WACTC has been participating in a virtual meeting on a weekly basis during this COVID turmoil. WACTC is currently working on meeting with legislators to learn about any issues in the upcoming session. WACTC is also meeting with WA-ACT leadership to discuss an alignment of efforts. Discussion will center on developing a review system for the allocation formula.

The trustee packet included a Diversity, Equity and Inclusion memo from the White House; the college presidents have received guidance from the Attorney General's Office on what this document means for the colleges.

Senator Cantwell has a new Southwest Washington Outreach Director, Sarah Kohout. A virtual meeting has been set up for Wednesday, October 14, 2020. Dr. Mohrbacher stated that at the upcoming meeting, he would like to discuss inclusion in any further federal stimulus package and improving broadband access in rural areas. If the trustees have anything they would like Dr. Mohrbacher to discuss with Ms. Kohout, please let the President's Office know.

Dr. Mohrbacher reported that a Centralia College team has been meeting with Centralia High School leadership and the Centralia Foundation. As a result of these meetings, there should be a tangible action items outcome.

There was further discussion on how the college would mobilize classes to an online environment if there was an uptick in COVID-19 cases and how the custodial crew would meet cleaning and sanitizing requirements.

SAALT

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

The team developed a new mission statement and approved it at their first official meeting on Monday, September 2, 2020. The mission statement is:

SAALT is devoted to advocating for the student voice by connecting students through engagement, while developing an equitable and inclusive environment.

Haylee provided a list of several things the SAALT team is working on:

- several social media campaigns
- recruiting students to fill available spots on campus committees

- working to increase the marketing and use of the Food Pantry
- promoting voter registration
- promoted awareness of US Constitution Day
- promoting mask wearing among students
- helping students activate their college e-mail account

Classified

The trustees thanked Renae Z'berg for her report. Dr. Mohrbacher added that Renae has been helpful to the college as she has been instrumental in providing information on correct use of cleaning and proper sanitizing protocols.

Instruction

Dr. Joyce Hammer, Vice President Instruction, provided an overview of college classes in a COVID-based world. Joyce reported that the leadership team meets on a weekly basis to anticipate problems or different scenarios and the pro-active approach has resulted in minimal issues and has been quite helpful.

There are classes that are meeting on campus – healthcare, nursing, welding, and criminal justice. These classes provide face-to-face options for students who prefer them over a remote delivery system.

The TransAlta Commons (TAC) building has its first floor open where students can access technology and study areas. The library has also opened up two days a week and students can access the computers and study areas in that building as well. Additional hot spots and laptops have been ordered for students to check out so students will be able to work from home.

Dr. Hammer reported that Instruction has been focusing on three things: 1) preparing for the mid-cycle Accreditation visit and the Student Learning Assessment process 2) Guided Pathways and 3) Career-Technical Education program expansion.

Dr. Hammer commended Kelli Bloomstrom for the work that has been done implementing college classes at Greenhill. The college hopes to introduce welding classes to Greenhill at some point in the future.

Jake Fay, Dean of Instruction, Industrial and Healthcare, added that while the college is expecting to take occupancy of the SWFT Center by the end of 2020, no planning for any classes has occurred.

Dr. Elizabeth Grant, Dean of Corrections Education, reported that numbers are down in Corrections Education because class size is limited. To work around this issue, class packets are passed in-between students and class schedules have been altered so different classes are held on different days. Compounding the issue, Cedar Creek Alpine, which is used as an Instruction building, has been put under quarantine. Dr. Grant added that the possibility of internet service may increase student enrollment in classes.

Public Information Office

Amanda Haines, Director of Public Relations, reported the college hired a new graphics designer, Brendan Morrison. Brendan graduated from Western Washington University and is currently working from Wenatchee. Additionally, the office hired a student worker to assist with social media requirements. J Mott, former 2019-20 student

government team member, is currently a Bachelor or Applied Science (BAS-M) student who has been hired to make some student perspective videos. J is currently working on a Student Services video. The new team will be meeting next week to discuss winter marketing strategies.

Human Resources

Tammy Remund, Interim representative of the Vice President of Human Resources, had no other additional items to report.

Student Services

Dr. Robert Cox, Vice President Student Services, reported on an “all hands-on deck” attitude with Student Services as everyone worked to get students involved with the fall quarter start up.

Robert provided a brief explanation on how outside scholarships get processed. The scholarship is sent to the Cashier’s Office who in turn credits the student’s account. The student is responsible for notifying the college which scholarship will be used to pay their tuition. The Cashier’s Office collaborates with Financial Aid to ensure the correct account is credited before the balance check is sent. Robert requested additional information regarding any scholarship errors; knowing names and particulars in any situation where funds are dispersed is helpful when resolving the issue.

Administrative Services

Steve Ward, Vice President Finances and Administration, reported there will be a meeting with the Centralia City Council as the college asks for the vacation of Walnut Street.

The owner of the house at 217 S. Silver is working on obtaining the necessary services/permits needed to move his house from its location at 217 S. Silver to 405 S. Iron Street. The owner hopes to have the house moved by the end of October.

Foundation

Christine Fossett, Foundation Executive Director, reported that the Southwest Washington Flexible Training Center (SWFT) building is progressing well. The contractors are maintaining their work timeline and will be starting masonry work on Monday.

The Foundation has received a financial gift from Arbor Health; there will be a classroom named for them in the SWFT Center.

Jean Bluhm, a Pacific Northwest Chamber Orchestra member, gifted her violin to the Foundation and requested the instrument be donated to the Centralia College music program.

Saturday, November 7, 2020, the Foundation will be hosting a virtual gala; invitations will be going out next week.

5. New Business

Honorary Bachelor's Degree

Stuart Halsan requested an additional item be added to New Business. Stuart suggested the board award former trustee Jim Lowery an Honorary Bachelor's degree. Dr. Mohrbacher suggested that the board chair write a memo to the committee notifying the committee of the trustees' intent to award the honorary degree.

It was MOVED BY STUART HALSAN THAT THE BOARD AWARD JIM LOWERY AN HONORARY BACCALAUREATE DEGREE. THE MOTION CARRIED UNANIMOUSLY.

President's Contract

Doris Wood-Brumsickle requested the annual contract for President Mohrbacher be approved for the 2020-21 academic year. The contract will need to be amended to reflect the effective date of October 1, 2020 through September 30, 2021.

It was MOVED BY STUART HALSAN THAT THE BOARD APPROVE THE PRESIDENT'S 2020-21 CONTRACT. THE MOTION CARRIED UNANIMOUSLY.

Fall Quarter Operations Plan

Dr. Robert Cox, VP of Student Services, explained that Student Services has opened the bottom floor of the TransAlta Commons (TAC) for face-to-face services.

The student mask mandate has not been an issue; there are some students who see staff not wearing masks and question the reasoning behind the mandate. The solution has been to actively enforce the mask mandate with staff.

There have been record enrollments in Running Start. With the K12 system remaining in remote operations mode, the college will most likely have strong enrollments in that sector.

Robert reiterated that the recent purchases of additional services and equipment (hotspots/laptops) will hopefully provide students better connectivity for their remote learning.

Dr. Joyce Hammer, VP of Instruction, provided an explanation of the lower enrollment numbers in Adult Basic Education (ABE). This population prefers face-to-face classes; there may not be an uptick in their enrollment numbers until the college is back using that type of delivery system. Joyce added that numbers are also down in Career & Technical Education; these classes most often use hands-on learning techniques to demonstrate what needs to be learned.

Steve Ward, Vice President Finances and Administration, reiterated that the weekly meetings specifically held to discuss possible pitfalls/situations were held in advance of the fall quarter start up. These meetings helped determine the line of action, should any be needed, in various situations regarding students, masks, access to buildings, etc.

6. Old Business

Budget

Steve Ward, Vice President Finances and Administration, gave a FY21 Budget PowerPoint presentation and handout of the Fiscal Year 20-21 (FY21) operating budget funding (subject to change by the SBCTC). Steve provided an overview of the events that comprise the complex issue of budget managing and how pro-active the college needed to be to respond to ever-changing issues with the state budget.

Steve provided revenue and general factors that affect funding and explained how the SBCTC allocations, Coronavirus Aid, Relief, and Economic Security (CARES) funding, Governor's Emergency Education Relief Fund (GEER) funding, and provisos all came in to play as funding sources when balancing the college budget.

Steve reviewed the strategies that the college used to reduce monetary demand citing the reduction in staff, furloughing employees, and institutional efficiencies as key factors in reducing budget expenses.

It was MOVED BY DEBBIE CAMPBELL THAT THE BOARD APPROVE THE 2020-21 BUDGET AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Steve thanked the trustees for their time and said any further questions may be sent to him.

Guided Pathways

Dr. Joyce Hammer reported the State Board for Community and Technical Colleges (SBCTC) suggested the college refine the Guided Pathways workplan to three focus items. The Guided Pathways Steering Committee prioritized the following three:

- Meta-majors and programs of study (internally called Areas of Study at Centralia College)
- Exploratory sequence for each meta-major (focus on enhancing student success and career planning courses)
- Degree math and college level English within one year

The committee is also choosing to focus on technology that enhances student success and Guided Pathways initiatives.

7. Policy Governance

Policy Updates

Dr. Robert Cox provided an update on the emergency approval of the policies listed below. The new Title IX legislation took effect in August and the college had to add supplemental Title IX procedures to the Student Code of Conduct. These policies warranted emergency approval by Dr. Mohrbacher and were approved by the Institutional Effectiveness Committee today.

- 1.136 – Discrimination and Harassment Complaint Procedure
- 1.137 – Employee Title IX Procedure

- 1.138 – Title IX Grievance Investigation Procedure

Policies below were deleted:

- WAC 132L-350 Student Code replaced WAC 132L-351

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.

12. Comments

Dr. Mohrbacher requested an update to the status of the Legislative Action Committee. Stuart Halsan will continue to represent Centralia College; Court Stanley volunteered to replace Jim Lowery's secondary position.

There is a celebration of Jim Lowery's service to the college on Saturday, October 17, at Dick's Brewery, 3516 Galvin Road, Centralia from 5:00 to 7:00 p.m.

Currently, there are three Centralia College board members who also serve on the Lewis County United Way board. Dave Stoler, Assistant Attorney General for the State of Washington, recommended that the three board members who also serve on the United Way board recuse themselves from any subject where there may be a perceived conflict of interest with United Way and Centralia College.

Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, November 12, 2020 in the Hanson boardrooms.

Adjournment

The meeting adjourned at 6:39 p.m.

APPROVED:

Doris Wood-Brumsickle, Board Chair

Dr. Bob Mohrbacher, Board Secretary