

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

**WebEx – Boardrooms
Centralia College
Centralia, Washington**

**Study Session/Regular Meeting
May 13, 2022
3:00 P.M.**

MINUTES

• **Study Session**

Centralia College Radio Station and media communications – Wade Fisher

Wade Fisher, Media Studies professor, provided a review of the Centralia College Radio Station and media communications.

Wade explained the options that are available to students and how real-life exposure to events and experiences help the students get real hands-on knowledge and practice. Students who want to do a podcast are able to learn what a podcast entails, instructors who want to promote their college programs use the students to create and promote advertising slots, and radio and sports announcing is readily available using college athletic events. Wade also highlighted previous students who had gone on to pursue a career in media communications.

At the end of the video presentation, Wade took questions from the audience.

Summer Retreat Planning – agenda items

Summer Retreat Planning was moved from under New Business.

Typically, the trustees use their time at the summer retreat to review the performance of the president as well as their self-evaluation as trustees. Last year, the retreat was held at the Southwest Washington Flexible Training Center (SWFT). The trustees asked whether the President's Office had any ideas on where the location of the 2022 retreat might be.

The retreat provides sufficient time for the trustees to discuss in-depth topics that may need more time. The trustees suggested the following ideas for retreat topics:

- Follow-up to goals made at previous retreats. Review goals and determine whether the goals have remained relevant and important. Review if the trustees linked one year to the next?
- Discussion regarding the overall strategic plan of the college – Fia Eliasson-Creek is presently working on turning the college's strategic plan into something more substantial than currently exists; a possible review of her work may be in order.
- College master plan – review the existing plan and outline any changes the college may be anticipating. The current master plan was reviewed in 2017.
- New Trustee orientation – It is quite possible that a new trustee will join the board by the June 2022 meeting; the board retreat would provide time for the new trustee to acclimate to the board.
- Accreditation Update – What is the college doing to address the recommendations from the last accreditation visit?

- Determine whether the study session format should continue. If so, what topics would the board like to see in study sessions? What would the board like to learn more about?
- Interaction with the faculty – discuss potential ways to interact and relate with faculty members.
- What will the college look like in 2035 and how does the college achieve that goal?
- How do trustees support students?

Doris Wood-Brumsickle reported that she has been working with John Boesenberg on the evaluation processes. At the retreat, the trustees will discuss their self-evaluation and determine goals and objectives for next year.

The trustees will ask Dr. Mohrbacher to provide a self-evaluation this year. The suggestion is to ask for four to six challenges that Dr. Mohrbacher faced this past year and provide information regarding how he was made aware of the challenge, how he dealt with it, what was learned, and what, if anything, might be done differently. This evaluation document will come to the trustees prior to the board retreat; collectively, the board will review Dr. Mohrbacher's responses and John Boesenberg will help the trustees prepare a summary of the evaluation. John will also assist the board with the board's evaluation and provide the trustees with some guidance as they look towards the future and the board's future goals.

Court Stanley volunteered his cabin on Steamboat Island Road for the summer retreat location; Court will provide the cabin's address to the President's Office.

The President will work on a draft retreat agenda for the June meeting. John Boesenberg will be sending out the survey to the trustees at the beginning of next week. After all the results are in, John will summarize the survey and have it to the trustees prior to the retreat.

1. Call to Order

Trustee Doris Wood-Brumsickle called the meeting to order at 4:00 p.m.

2. Roll Call

Board members present:

Doris Wood-Brumsickle

Court Stanley

Pretrina Mullins

Mark Scheibmeir

3. Introductions/Presentations:

Emmy Kreilkamp, Drama Professor, explained the context of *Into the Woods*. Ms. Kreilkamp thanked everyone for the opportunity to perform and encouraged everyone to attend the production. The play opens tonight, Friday, May 13, 2022 and runs through May 22, 2022.

Doris Wood-Brumsickle introduced the Phi Theta Kappa (PTK) All-Washington Academic Team members:

- Isaac Pope (also 2022 **All-USA** Academic Team Scholar)
- Jordan Neal
- Kevin Thompson
- Lauren Burnett

Dr. Robert Cox introduced Michelle Wheeler, Director of Enrollment Services. Ms. Wheeler began employment on April 18, 2022 and will generate the enrollment reports for the college.

Doris Wood-Brumsickle introduced John Boesenberg as the interim Vice President of Human Resources and Equity.

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 APRIL 14, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Mark Scheibmeir thanked Leslie Fountain Williams for the Budget, Review, and Planning (BRP) Forum held Monday, May 9, 2022. Mark had several more events that he was planning on attending later in May; the Guided Pathways forum recording and the play this weekend. Mark will also be attending the ACT Conference on the 19th but will be unable to attend on the 20th. Mark encouraged other trustees to consider the ACCT event in October 2022; it will be in New York this year.

Court Stanley attended the Center of Excellence for Clean Energy meeting this morning. Court commended Monica Brummer on her presentation of the Center's strategic plan.

Pretrina Mullins reported she attended the ACT Trustees of Color Affinity Group meeting on Friday, May 6, 2022. Pretrina also attended the Foundation's annual meeting.

Doris Wood-Brumsickle reported she attended the online presentation on Guided Pathways by Brian Rauscher and Terri Adams. The co-chairs really anticipated the

questions and provided examples of how Guided Pathways might work with a student who is determining their educational path. Dr. Joyce Hammer added that the forum was recorded; she would send the information out after the board meeting.

WA-ACT

Doris Wood-Brumsickle announced that the Trustee Spring Conference is Thursday and Friday, May 19 and 20th, 2022 at the Silver Cloud Hotel Tacoma at Point Ruston Waterfront and hosted by Tacoma Community College.

ACCT

No report provided.

CC Foundation

Doris Wood-Brumsickle reported the Centralia College Foundation held their Executive Board meeting yesterday, April 13, 2022. The annual meeting will be next Wednesday, April 20, 2022

President's Report

Dr. Mohrbacher reported he attended the American Association of Community Colleges (AACC) Conference in New York City, New York. Dr. Mohrbacher attended the sessions on community college baccalaureate degrees. Washington State is a clear leader in community college baccalaureate degrees. While twenty-five states have at least one community college baccalaureate program, in many states they are limited in number or subject, or colleges must apply to the Legislature for approval of each new degree. Twenty-eight of the community and technical colleges in Washington offer over 60 different bachelor's degrees, with more currently in the approval process. There was also discussion regarding the national enrollment crisis; community colleges are hit harder than other sectors of higher education. Washington State saw much greater reduction in enrollments than other states; no reason as to why was provided.

Dr. Mohrbacher accepted the 2022 All-USA Academic Team Scholar award for Isaac Pope's achievements; only twenty students in the nation receive this award.

The Hydrogen Symposium last night went well; Dr. Mohrbacher stated that the attendance of board members showed support for the community. The trustees added how well Monica Brummer represented the college at the Hydrogen Symposium; she represented the college in a positive and professional manner.

Dr. Mohrbacher reported working with Ryerson Steel. The college has had a number of meetings with them and it is quite probable that the college will be providing some training for them. Ryerson Steel has been utilizing the campus for their interviews and they have expressed appreciation for the support the college has extended to them. The college is working hard to maintain these type of industry connections.

There are no foreseeable changes in the governor's Higher Education COVID guidelines. There is no rule requiring state employees to have a booster. The Center for Disease Control's definition of fully vaccinated is an individual who has had two vaccinations but no booster shot.

Dr. Mohrbacher reported that the college is trying to close out the investigation portion of the ransomware attack. There is a meeting on Monday morning with the college's external consultants. The rebuilding of the network is ongoing and will be quite some time until completed.

SAALT

Marisol Vargas, Student Advocacy Activities Leadership Team (SAALT) President, reported Earth Week went well. Several of the vendors who participated in Earth Week will be back to participate in Spring Fest.

The team helped host the Vagina Monologues which were in part sponsored by Justice, Equity, Diversity & Inclusion (JEDI). Over \$1,000 in donations was raised from the event and donated to the Hope Alliance, a domestic violence shelter.

Spring Fest is planned for May 23rd through the 26th. The students hope to have a fun and exciting week; it has been two years since there was an actual Spring Fest on campus.

The Multi-purpose Athletic Sports Complex ground-breaking ceremony is Wednesday, May 25, 2022 at 2:00 p.m. Marisol encouraged everyone to attend the event.

Dr. Cox added that there are two recruitment events that will coincide with Spring Fest; WF West and Adna will have students on campus adding to the festive atmosphere.

Faculty

No report provided.

Classified

No additional items reported.

Instruction

Dr. Joyce Hammer, Vice President Instruction, reported there has been quite a bit of hiring going on this spring quarter.

It is grant writing season on campus; the Perkins grant and State Board grants are all nearing their completion deadline dates. Dr. Hammer is working on a Commercial Driver's License (CDL) grant with Spokane and Walla Walla.

Dr. Hammer provided a letter of support for the honorary degree for Talia May-Hansen; the next step in the process is conferring the honorary degree at the June commencement ceremony.

Dan Taylor, Interim Dean of Arts & Sciences, gave an update on retired geology professor, Patrick Pringle. Mr. Pringle has been participating in several activities since his retirement; the trustees requested inviting Patrick Pringle to give a presentation during a study session.

Dr. Mohrbacher added that the college submitted a Bachelor of Computer Science proposal to the State Board for Community and Technical Colleges (SBCTC). Seven colleges are involved in the proposal: Skagit, Edmonds, Cascadia, Lake Washington, Centralia, Green River, and Renton. Centralia is continuing with the process; there is a group of faculty members from each campus who are developing the curriculum and the program proposal. The plan is to have the program as a freshman entry program as well

as a 2 + 2 program. This is a Bachelor of Science degree, not an Applied degree. Centralia does not have the faculty for the 300 or 400 level classes or anyone with a PhD in computer science.

Public Information Office

Amanda Haines, Director of Public Relations, presented a Running Start promotional video for the trustees to review. Six Running Start students responded to a request to be interviewed and are being featured on the new Running Start promotional videos. Three are done, three more videos are in the editing phase of development.

The full 48-page newsprint class schedule is being resurrected and will be mailed out again this fall. It has been recommended that the PIO try this for one year. It is not clear that this practice will continue after this year; a more sustainable method is needed so not so many of the schedules get recycled or tossed in the garbage.

The fall issue comes out mid-August; the summer preview will be in local mailboxes by next week.

Human Resources

John Boesenberg, Interim Vice President of Human Resources and Equity, introduced Emily Sprafka-Coleman to speak about updates regarding the Equity, Diversity and Inclusion (EDI) Committee's recent efforts.

Emily Sprafka-Coleman, Justice, Equity, Diversity, & Inclusion (JEDI) representative, gave an update on EDI activities. The faculty diversity program is directed at recruiting and retaining faculty of color. It is important that college faculty reflect our community members. Most of this work will focus on the hiring process and changing aspects of the hiring process. JEDI has helped sponsor training and events; the search advocacy training has recently been completed. Several staff and faculty attended the search advocacy training; it is a goal to have at least one trained search advocate on each hiring committee.

The JEDI Committee helped sponsor The Vagina Monologues. Over \$1,000 in donations was raised from the event and donated to the Hope Alliance.

Ms. Sprafka-Coleman reported that The Students of Color Conference went well; there were over 200 students in attendance. Eight students from Centralia College participated in the virtual conference.

Student Services

Dr. Robert Cox, Vice President Student Services, stated that the state legislature recently passed some anti-hazing legislation. The college will need to develop a plan regarding this topic.

At Student Services cabinet last week, Dr. Cox determined there were 176 years of collective service to Centralia College from the nine people on his cabinet. It was an interesting observance of the collective brain power and knowledge of his staff.

Dr. Cox added that Dr. Mohrbacher returned from the AACC Conference with four enrollment strategies that AACC considers "best practices." Centralia College is already doing three of the four best practices!

Dr. Cox would like to launch a corn hole team this summer; working out the logistics of that endeavor.

Work has also started on launching the men's soccer program. In order to offer a men's soccer program, two additional women's programs will need to be offered to provide the equity needed in athletics. The women's sports could possibly be tennis or cross country, perhaps even women's bowling.

Administrative Services

Dr. Leslie Fountain Williams, Vice President Finances and Administration, reported there has been restructuring in some of her areas.

Facilities now has one director, Rick Perkins, and one asst. director. Patrick LaChapelle is now the assistant director of buildings and grounds.

Marla Miller is retiring this fall and Fiscal Services is undergoing a reorganization. A search for director of fiscal services has just been launched.

The Chief Technology Officer has recently been hired; Mr. Casey Schmidt is coming from the Chehalis School District.

There is a meeting scheduled Monday to discuss the results of the ransomware investigation.

Foundation

Christine Fossett, Associate Vice President of Advancement, reported the groundbreaking ceremony for the Multi-Purpose Athletic Field is set for Wednesday, May 25, 2022 at 2:00 pm.

The Foundation turned in an application today for a Behavioral Health Care grant. It was a fast turnaround on the application, the grant will require a fast turn on the money, and the money will need to be spent quickly as well. Dan Taylor's wife assisted with the writing of the grant; the Foundation turned in a very aggressive request for \$96,000.00. If the Foundation is awarded the grant, the money will be used to fund scholarships for students in the health care field.

The Foundation awarded \$661,000 to 374 students. This isn't the highest dollar amount ever awarded but it is one of the higher awarding years. The ransomware issue forced the Foundation to reimagine their scholarship application process and do things a bit differently than they have been done in the past. This year the GPA requirement was waived for the first-year students. Students need to be full time to be eligible to receive a scholarship and second, third, and fourth year students must have a minimum GPA of 2.75.

The Capital Campaign has quietly started; it is off to a slow start but Christine is confident that the Foundation will make its goal.

4. New Business

Commencement Planning

Dr. Mohrbacher stated that the President's Office will be sending out a schedule for the trustees so they can sign up for their preferred time to present diplomas. The ceremony will not include handshakes again this year; a fist bump will have to suffice.

The trustees requested that the honorary baccalaureate degree be awarded to former trustee Joanne Schwartz; it will depend entirely on her schedule.

New Trustee Orientation

Dr. Mohrbacher reported that the college should have a new trustee appointed within the next two to three weeks. The new trustee should be available for the June 9, 2022 board meeting.

Dr. Mohrbacher requested the trustees facilitate a warm welcome to the new trustee; the college can work on the more formal aspects of trustee responsibilities. If the new trustee is able to attend the June meeting, it may be appropriate to do part of the trustee orientation at the June study session.

Provisos and ESSER Funds – Dr. Robert Cox & Dr. Joyce Hammer

Dr. Cox explained that the state approved some funding this year that the college will be applying for. One grant is for Students Experiencing Homelessness and it is due the 29th of this month. In this grant, the writing will be to support case-management, expansion of the food pantry, providing links to short term housing for students, and connecting students with local resources.

There is \$3 million available for summer Running Start students who are 15 credits away from graduating with their associate's degree. These students would be seniors this year. If the student took 15 credits in fall, winter, and spring, then they are eligible to take Running Start classes through the summer.

Dr. Hammer added that the college will be receiving the last of the Guided Pathways allocated money.

There is work being done on an opportunity grant to expand educational opportunities for health care workers.

There is money available to improve Financial aid access and support; the money would be used to get students involved with the Free Application for Federal Student Aid (FAFSA) process.

The college is reviewing ways to partner with community-based organizations to expand outreach. The two community-based organizations the college has contacted is United Way and CIELO – a Latinx based organization based out of Olympia. The funds for this will get distributed July 1, 2022.

The remainder of the money will need to be requested using a Request for Proposal (RFP) process.

The college would like to expand the existing nursing program from 24 slots to 36 slots. The college will need to review clinical sites; additional classrooms with access to water is necessary.

Elementary and Secondary School Emergency Relief (ESSER) Fund only funds the summer running start programs. Proviso funds would be used to fund all the other programs and opportunities that have been discussed.

5. Old Business

Budget Update

Dr. Leslie Fountain Williams reported the proposed operating budget was developed with a conservative approach, with much consideration given towards students' needs and the decline in enrollment. Major sources of funding include Tuition Operating Fees, State Allocation Base, and Running Start revenue. These three sources alone make up 70 percent of the total operating funds proposed, and each of these funding sources are tied to enrollment. Higher education institutions across the State of Washington are all experiencing a decline in enrollment.

The funding projected for the operating budget is stable for FY2023, as a result primarily due to salary savings. As a number of employees are retiring or have retired, talent acquisition is a growing need. Overall funding projected for FY2023 appears very similar to FY2022 operating budget. Most of the variances are due to either legislative initiatives or cost of living increases funded through Safe Harbor.

The Budget Review and Planning (BRP) Committee reviewed the FY 2023 operating budget proposal, as presented to the college community on May 9, 2022. The open budget forum hosted by BRP was held using a hybrid model. Student Services presented an overview of the Strategic Enrollment Plan during the open budget forum. No questions were raised during the open forum, yet there is an expectation that questions will emerge once the college community has time to process the information presented.

The budget proposal presented considers the enrollment decline, including State funded enrollments along with the tuition income. Fiscal Year 2023 has the safety net of federal stimulus funds, which are scheduled to expire at fiscal year-end.

Student Housing

Dr. Mohrbacher reported the Foundation has a sale agreement ready to execute for the vacant lot and the college is working on an operating agreement with Collegiate Housing International (CHI). Matthew Barber, Assistant Attorney General, sent a version of the agreement that incorporated some of the suggestions and recommendations from Peninsula College. CHI has contacted the City of Centralia and representatives from CHI are meeting with Christine Fossett on Thursday, May 19, 2022 to review architect plans.

Ethics Policy 5.015 Review

Dr. Mohrbacher provided the Ethics Policy 5.015 for review. The trustees had no further additions or corrections to be made to the policy.

It was MOVED BY Court Stanley THAT THE BOARD APPROVE THE 5.015 ETHICS POLICY AS WRITTEN. THE MOTION CARRIED UNANIMOUSLY.

Teacher Education and Family Development Center

Dr. Leslie Fountain Williams reported the completed pre-design report has been sent to the State Board for Community and Technical Colleges (SBCTC) for review; the next step will be the Office of Financial Management (OFM) approval. Once approved, OFM will release the design funds and the college can acquire the properties from the Foundation.

Field Design

Dr. Leslie Fountain Williams reported meeting with Premier Fields. The contractor has started site preparations. The civil engineer is finishing up the drawings that need to be submitted to the City of Centralia for review to issue the final public works permit. Facilities is working with Puget Sound Energy to disconnect the main line on Iron Street between Centralia College Boulevard and Walnut Street so the contractor can remove it when they demo Iron Street. Ground breaking is scheduled for May 25, at 2:00 pm at the SW corner of the field in front of the Hanson building. This field may be operational by October 2022.

6. Policy Governance

Policy Updates

Dr. Mohrbacher reported the following policies were reviewed and discussed at the May 4, 2022 Institutional Effectiveness meeting.

The policies below were approved:

- 1.030 – Instructional Calendars
- 3.130 – Course Syllabus
- 4.043 – BEdA Progression
- 4.118 – Maximum Credits
- 4.135 – Repeating Courses

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. At 6:01 pm board members moved into executive session for the purpose of reviewing the performance of a public employee. The executive session is expected to last approximately twenty-five minutes. The board reconvened into open session at 6:10 pm.

8. Action from Executive Session

It was moved and unanimously passed, that the Board of Trustees, after having considered the recommendation of the president and probationary review committee of Centralia College, award tenure to RICHARD COWAN, effective with the 2022-23 academic year.

Petrina Mullins moved that The Board of Trustees direct the president to notify AMAN GIL that the Board authorizes continuation of the probationary review period.

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. At 6:12 pm board members moved into executive session for the purpose of reviewing the performance of a public employee, consultation with legal counsel on potential or actual litigation, and review the sale or acquisition of real estate. The executive session is expected to last approximately twenty-five minutes. No action is expected from this session. The board reconvened into open session at 6:31 pm.

10. Action from Executive Session

There was no action from Executive Session.

11. Board Nominations

It was MOVED BY TRUSTEE MARK SCHEIBMEIR TO NOMINATE COURT STANLEY TO THE POSITION OF CHAIR OF THE BOARD OF TRUSTEES FOR THE 2022-23 YEAR. THE MOTION PASSED UNANIMOUSLY.

It was MOVED BY TRUSTEE MARK SCHEIBMEIR TO NOMINATE PRETRINA MULLINS TO THE POSITION OF VICE CHAIR OF THE BOARD OF TRUSTEES FOR THE 2022-23 YEAR. THE MOTION PASSED UNANIMOUSLY.

12. Comments

Monica Brummer, Director of the Center of Excellence for Clean Energy, thanked the trustees for attending and supporting the Hydrogen Symposium held yesterday on campus.

Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, June 9, 2022 via WebEx and Hanson boardrooms.

Adjournment

The meeting adjourned at 6:35 p.m.

APPROVED:

Doris Wood-Brumsickle, Board Chair

Dr. Bob Mohrbacher, Board Secretary