

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

**Classroom  
Centralia College  
Centralia, Washington**

**Study Session/Regular Meeting  
November 10, 2022  
3:00 P.M.**

**MINUTES**

• **Study Session**

Incident Command System Training & Emergency Response and Evacuation Plan

Jared Cunningham, Safety and Security Manager, gave a PowerPoint presentation on the Incident Command System (ICS) Training and Emergency Response & Evacuation Plan.

Jared explained that emergency procedures and an evacuation plan is required by law, follows the industry best practices, limits the college's liability in the event of an emergency, and has Clery Act implications.

Having a plan in place developed specifically for Centralia College aids in responding to an emergency; it provides directions for what people should do in an emergency situation. The Centralia College plan addresses these things:

- Defines what an emergency is
- Outlines how the college responds to emergencies on campus
- Identifies the ICS structure and who fills those roles
- Breaks down roles and responsibilities of each member of the ICS team
- Outlines what should be done if the order to evacuate is given
- Provides basic guidance on how to respond to emergencies
- Outlines emergency communications

Jared also explained why the college uses ICS in the Emergency Response and Evacuation Plan:

- ICS is the industry standard in emergency response
- All government agencies use the ICS when responding to emergencies and can be used for the smallest or largest of incidents
- ICS allows for a coordinated response among various jurisdictions and allows for the integration of resources
- ICS can be used to manage any type of incident or planned event

Jared explained that an emergency plan addresses the Jeanne Clery Act federal statute that all US universities and colleges receiving Title IV funding must comply with transparency in enacting crime-related policies and reporting statistics on criminal behavior. The Clery Act requires institutions to have a plan and to record the statistics in their Annual Security and Fire Safety Report. Failure to have an Emergency Response and Evacuation Plan could result in a \$62,689 fine as well as an audit.

The college is currently in the process of final revisions and edits to the plan; suggestions and recommendations can be made to Jared. Jared closed by thanking the trustees for the opportunity to present the Emergency Response and Action Plan.

## **1. Call to Order**

Trustee Mark Scheibmeir called the meeting to order at 4:00 p.m.

## **2. Roll Call**

Board members present:

Court Stanley (via WebEx)  
Pretrina Mullins  
Mark Scheibmeir  
Annalee Tobey  
Doris Wood-Brumsickle

## **3. Introductions/Presentations:**

Leslie Fountain Williams, Vice President of Finance and Administration, introduced Joseph Hing, Accounts Payable Manger. Joseph began his employment with the college on November 1, 2022.

Joyce Hammer, Vice President of Instruction, introduced each dean who in turn introduced the 2022 first year tenure track faculty members:

- Lisa Fritch – Early Childhood Education
- Francis Bozzolo – Plant Biology
- Rachel Bryant Anderson – Sociology
- Makayla Garner – Nursing
- Tionna Miller – Criminal Justice
- Jesse Harlan – Information Technology
- April Morganroth – Nursing
- Kyle Sutton – Library

Each of the new faculty members gave the board a brief introduction about themselves, what brought them to Centralia College, and the programs they are teaching. All of the tenure-track faculty expressed their appreciation for being hired by Centralia College. The Board welcomed the probationary tenure-track members and gave a brief description of their educational background and who they are when they aren't board members.

## **Open Forum**

No one requested to speak in open forum.

#### **4. CONSENT AGENDA**

##### **Adoption of Minutes:**

It was MOVED BY Annalee Tobey THAT THE BOARD APPROVE THE REGULAR MINUTES OF OCTOBER 13, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

##### **Policy Governance**

###### Policy Updates

Dr. Mohrbacher reported three policies, 1.032 Campus Security Authority, 1.101 Emergency Response & Evacuation Plan, and 4.122 Missing Student Notification were approved.

Two policies 1.020 Alcoholic Beverages and 4.XXX Hazing Prevention were placed under review at the November 2, 2022 Institutional Effectiveness meeting.

#### **5. Trustee Reports**

Mark Scheibmeir reported that he and Annalee Tobey attended the ACCT Leadership Congress in New York City, New York on October 26 – 29, 2022. Mark provided an overview of the trip and cited several reasons why a trustee may want to attend future sessions.

- 1) To recognize how Washington State is different and yet the same. It is important to recognize the differences between the states; Washington has been recognized for being one of the most progressive with regards to community colleges.
- 2) The collaboration with the other 34 community colleges in Washington is impressive.
- 3) There are 1,800 trustees in attendance.
- 4) Washington State is organized and skillfully demonstrates how the community colleges have extended into four-year degrees and high school programs.
- 5) Outstanding workshops.

Mark advocated for a trustee to attend the upcoming Community College National Legislative Summit in Washington DC February 5 – 8, 2023.

Annalee Tobey reported she also enjoyed the ACCT Leadership Congress in New York City. She said the representation from Washington State was excellent and the Washington participants demonstrated cohesiveness. Annalee learned of upcoming trends, outreach efforts, gleaned information, and participated in the workshops that were offered.

Annalee also reported she is serving on the Strategic Planning Steering Committee. Annalee invited Fia Eliasson-Creek to attend a meeting of *Experience Chehalis*; the stakeholders were pleased to have been invited to participate. The invitation was viewed as an opportunity to be involved with the direction the college is moving.

The Foundation gala was wonderful; good time, good food, and good auction.

Doris Wood-Brumsickle attended the Foundation Gala and echoed the same sentiments about the event.

Doris will be attending the Foundation meeting on Wednesday, November 16<sup>th</sup> and attending the fall play this Sunday, November 13.

Petrina Mullins reported she attended the CC East Advisory Committee meeting yesterday. Several stakeholders were present. The participants had a chance to discuss their dreams and hopes for CC East. There was some reminiscing; it is almost 25 years that CC East has been in existence.

Pretrina also attended the Trustees of Color Affinity group; there is always good conversation with different Trustees of Color. Discussion focuses on how the Trustees of Color can help their respective college and the surrounding community regarding the needs of students of color. Pretrina also attended Trustee Tuesday on November 8, 2022.

Court Stanley reported he has been vacationing in New Zealand and been unable to attend any college activities or events.

#### WA-ACT

The ACT Legislative Advocacy & Fall Conference is November 17-18, 2022 at the Hilton Seattle Airport & Conference Center in SeaTac, WA. Mark Scheibmeir encouraged everyone to attend if possible; however, he will not be able to attend this year. Court Stanley, Annalee Tobey, and Pretrina Mullins are registered for the event.

#### ACCT

The 2022 ACCT Leadership Congress was in New York City from October 26 through the 29, 2022. Both Mark Scheibmeir and Annalee Tobey attended the national event.

#### CC Foundation

No additional report provided.

### **6. President's Report**

Dr. Mohrbacher reported he attended the Washington Association of Community and Technical Colleges (WACTC) presidents' meeting November 3 & 4 at South Seattle College. A number of current topics were discussed:

- The end of the Higher Education Emergency Proclamation and the pandemic rules of operation
- Plans for reviewing the Budget Allocation Formula (this review had been planned prior to the pandemic, but was postponed)
- Planning for a meeting with Governor Inslee on Nov. 22 to discuss budget priorities and the upcoming Legislative session

- Dual enrollment programs and recent proposals from the Office of the Superintendent for Public Instruction

Representative Steve Bergquist (D) of the 11<sup>th</sup> District spoke with the presidents regarding the need for competitive salaries for all employee groups and the need to fund those increases at 100%. The last revenue forecast was down significantly, and the November forecast is expected to follow suit.

In addition to those business items, the presidents thanked some of the WACTC members who are retiring soon:

- President Jim Richardson is retiring from Wenatchee Valley College at the end of December.
- Chancellor Christine Johnson is retiring from Community Colleges of Spokane
- Chancellor Michele Johnson is retiring from Pierce College after working there in various capacities for the past 40 years.

WACTC is resuming the review of the Allocation funding formula. The review will start this year and probably extend into the next fiscal year. Implementation of any changes would likely be phased in over a multi-year period.

On November 9, Dr. Mohrbacher attended the CC East Advisory Board meeting. Kerry Urquizo, Dean of Instruction, Transitional Studies and CC East, also attended her first Advisory Board meeting. Participants reviewed the Campus Master Plan as it pertains to CC East; they had some recommendations and suggestions and those will be integrated into the planning process.

Also on Nov. 9, Dr. Mohrbacher participated in the Economic Alliance of Lewis County Bus Tour. The tour focused on timber product industries and toured several local businesses, including Cascade Trader, Hardel Mutual Plywood, Sierra Pacific, and Shelton Structures. This is the second bus tour Dr. Mohrbacher has participated in and this tour focused on established and existing businesses.

On November 1, Dr. Mohrbacher attended the Transfer Partners for Student Success event at Heritage University in Toppenish. A number of the presidents from the community college system met with presidents of the Independent Colleges of Washington. The presentation included information on enrollments, FAFSA completion rates, and other topics. Dr. Mohrbacher encouraged anyone interested to visit Heritage University, a small college in the Yakima Valley. They are very proud of what they do.

Dr. Mohrbacher will be a panelist at the Community College Baccalaureate Association's (CCBA) Conference in February 2023. The panel will speak on the impact baccalaureate degrees have in the local community. The event is in Palm Springs, CA.

The ACT Conference is next week. Dr. Mohrbacher will attend Friday, but will not be in attendance on Thursday.

## **7. SAALT**

Kollin Jurek, Student Advocacy Activities Leadership Team (SAALT) President, provided an update on the past month's activities and events.

Kollin reported that the students hosted several fall themed events – Paint a Pumpkin, Halloweeno, and Breast Cancer Awareness month.

Student government recently returned from the National Association for Campus Activities (NACA) event. Kollin reported that Centralia College was the top college; the students interacted and participated with the performers.

The students have some events planned for November as well. There will be a Turkey Bingo, paint a lantern, and a relaxation fair prior to finals.

### **8. Faculty**

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, reported two faculty members have agreed to co-chair the faculty senate. Math professor Dan Taylor and counselor Andrea Seabert will share this task. Faculty Senate has evolved into a forum where faculty can listen, discuss, and gain insight from one another.

### **9. Classified**

No additional items reported.

### **10. Instruction**

Dr. Joyce Hammer, Vice President Instruction, reported she recently attended the Northwest Commission on Colleges and Universities (NWCCU) conference. Michelle Harris, Associate Professor of Geology, also attended the event. Michelle is currently serving as co-chair of the Assessment Committee.

Jenny Bauska, Director of Nursing, received approval from the Commission for Nursing Education Accreditation (CNEA). The nursing program was reviewed as a follow up to the virtual accreditation process last year. Jenny did an excellent job with the Commission and the nursing program received accreditation for the next six years.

There is robust discussion among faculty regarding class scheduling. Faculty members are discussing different options regarding class scheduling; the suggestion to reschedule to a four day versus a five-day class schedule may be beneficial to student needs for those students who find it difficult to come to campus five days a week. Transportation, day care, and work issues could keep potential students away; four days may work out better.

Dr. Hammer sent out the inclement weather procedure memo to the campus today. The memo provides the information needed for employees; when announcements are made, how to sign up for the emergency alert system (InformaCast), how to sign up for text alerts, and lists other areas where information can be obtained. The college has a continuity of operation plan in the event the college is closed for several days.

### **11. Public Information Office**

Amanda Haines, Director of Public Relations, reported that November 11, 2022 is First Gen Friday. First-generation student stories are posted every Friday on social media. The stories are in the student's own words, are very interesting, and are generating a good response. Currently, 76 students have responded with their stories.

The college still has a Twitter account, if anyone asks. No one in the PIO listserv is jumping ship at this point.

## **12. Human Resources & Equity**

Joy Anglesey, Vice President of Human Resources and Equity, reported she is working on the Campus Climate Survey with Fia Eliasson-Creek. It is hoped that the survey will be disseminated on November 14, 2022. The survey will also be available in Spanish.

HR has challenged the different campus buildings to a food drive. The Student Food Pantry is going to be surprised at how much food will be donated.

The campus celebrated Halloween with different departments dressing in costumes. Perhaps this holiday can be more fun next year by running a competition between the different departments.

Joy attended the quarterly Human Resource Management Commission (HRMC) meeting last week in Tacoma. The meeting provides an opportunity to meet other HR professionals, compare notes, and work through some issues everyone is having.

HR continues to work on implementing Get Inclusive. This platform provides a complete package of training courses that meet and exceed state and federal compliance requirements. Centralia is not the only college experiencing difficulties with their implementation.

November is National Gratitude Month. Today an email went out to the campus on the importance of gratitude and practicing gratitude. Research from experts show links between gratitude and health; problems may not be solved but an improved attitude may help in dealing with them.

## **13. Student Services**

Dr. Robert Cox, Vice President Student Services, reported the enrollment numbers the trustees received in their board packet are indeed real. Everyone on campus should be applauded for their efforts.

Women soccer players Maggie McAuley, goalkeeper, is the Western Region co-MPV and Emma Browning, first team, named all-star forward.

Casen Taggart, Centralia College baseball player from Everett, signed with Washington State University (WSU).

Several men's soccer coach applicants have been interviewed; a coach will be determined soon.

Dr. Cox added that Kollin Jurek is very humble. If there had been a vote at the National Association for Campus Activities (NACA) event for the most popular student at the conference, it would have been Kollin.

There are so many students who enjoy the Ping-Pong table that another table has been ordered. Foosball tables are difficult to move so until the college has a game room, there won't be foosball.

Dr. Cox will be relinquishing his position on the Northwest Athletic Conference (NWAC) executive board to become the Washington State Student Services Commission (WSSSC) representative to the College Union and Student Programs (CUSP) group.

#### **14. Administrative Services**

Dr. Leslie Fountain Williams, Vice President of Finance and Administration, reported the Fiscal Year 2021-22 ended with a two-million-dollar surplus. Even though the college experienced ransomware and other cash outlays, this shows that the college knows how to pivot.

The first quarter report numbers for July, August, September 2022-23, are quite similar to the prior year fiscal year.

Finance & Administration is preparing for the Strategic Plan and will be ready to adopt the plan once it is finalized. All of the departments are reestablishing their operational framework in order to be even more nimble than they have been in the past.

Information Technology (IT) will demonstrate some ideas and suggestions for classroom solutions to the President's Cabinet on November 21. A task force has been formed to help determine what a standard classroom looks like today and in the future.

The bookstore is rebuilding their network after the ransomware attack. The plan is to transition to a new Point of Sale (POS) system during the break between fall and winter quarters.

The Purchasing Department has piloted a P-Card program for one year. The adoption of this system would allow front-line staff to make small purchases more easily.

Facilities, Operations, and Maintenance (FOM) has several events which fall under the facilities umbrella. One way to ensure all upcoming event needs are being met is to communicate with the department.

Facilities will be moving towards a 7 day a week, 24 hour a day patrol service which will be coupled with security and the college grounds team.

The Finance & Administration team will be hosting a Thanksgiving potluck on Thursday, November 17<sup>th</sup>.

Finance and Administration publishes a newsletter in the second month of every quarter. The newsletter provides information on what is happening as well as the partnerships across campus. The next issue will be out in February 2023.

Mark Scheibmeir commended Dr. Fountain Williams on the Finance and Administration newsletter; it is beneficial to receive information from as many sources as possible.

Tuition collection compared to last year at this time is in line with projected budget income expectations.

Dr. Cox added that while most college enrollments in the system remain flat or low, Centralia College is seeing an increase.

#### **15. Foundation**

Christine Fossett, Associate Vice President of Advancement, reported the November 5, 2022 Gala was a success. Christine thanked everyone who came and donated; it was a good event. Normally at this point in time, there would be an idea of how much money the event made but donations are still coming in. There will be some changes to the bidding format for next year; some of the technology did not work as well as it should have.



Christine is working with Lynn Schinnell to once again host WinterFest at Centralia College East. The plan is to have the event in January 2023 in conjunction with the CC East 25<sup>th</sup> Anniversary.

Charlie Albright will be performing November 18; Corbet Theater is almost completely sold out. Charlie plans to add some Christmas music to his repertoire; the theater will be decorated for the concert with Noble firs and festive holiday trimmings.

Centralia College will be hosting the Washington Association of Foundation Leaders (WAFL) in February 2023. Waffles will be served for breakfast on Friday morning – of course!

The Foundation opened up a shortened November scholarship cycle; there will be an opportunity to apply from the 20<sup>th</sup> to the 30<sup>th</sup>. The application process is short and easy for students to do.

Collegiate Housing International (CHI) should be breaking ground on Ash and Centralia College Boulevard quite soon, approximately Tuesday, November 15, 2022. CHI wants the housing unit open by fall quarter 2023.

The Foundation will be reviewing their scholarship policies in the spring. Mark Scheibmeir added that revising scholarships away from grade-based awarding and focusing more on need-based awarding is a paradigm shift. Christine noted that the discussion will be focused on dropping Grade Point Average (GPA) requirements for first year students. Essentially, any first-year student who applies would receive a scholarship. Pretrina Mullins asked that she be invited to the meeting where this topic will be discussed.

## **16. New Business**

No new business.

## **17. Old Business**

### **Strategic Planning**

Fia Eliasson-Creek, Executive Director of Institutional Research, provided an update to Strategic Planning process.

September and October were extremely busy with listening groups; Fia provided a handout listing the internal and external stakeholders with who she has met. The response received from the community and the various groups has been tremendous. Both individuals and group listening sessions have been productive.

Feedback has been positive and constructive. People have been open with what they would like to see as the college moves forward. Stakeholders want to collaborate and continue to work to make the college better.

Fia reported that the project has been a fun journey to be able to see the communities and the expansive county the college serves. The community liaison, Regina King, faculty member, has been invaluable as stakeholders are interviewed.

Fia is planning summarize and report on all the information that has been gathered to share with the Strategic Planning Steering Committee (SPSC). In January, the committee will determine how to prioritize all the wants and needs. There are common concerns that continue to surface.

Many community members are proud of the college but don't know what the college offers. How is this information shared? How does the college work with the high schools? How are the opportunities we offer students, whether they want to stay in high school or attend college after high school graduation, made known?

Internal stakeholders have been very candid. There are very simple things the college could do right now that would alleviate problems or issues.

Dr. Mohrbacher commented that Fia has been working tirelessly on this project and he appreciates her hard work.

Fia acknowledged Carrie Powell's contribution to this project as well.

### Teacher Education and Family Development Center

Dr. Leslie Fountain Williams reported that the college is in design phase of this project. There was a meeting yesterday with the Early Childhood Education and Assistance Program, the Teacher Education program, and the Facilities department to discuss design.

Outcomes need to be considered. The TEFD project wants to be in close proximity to the main campus, have flexible or adaptable space, maximize natural light, maintain the cohesive aesthetic feel that carries back to the main campus, and ensure there is a safe and neighborhood-friendly drop off.

A conceptual site plan has been agreed upon. The plan was shared with the president's cabinet to receive their feedback. The college is moving forward with the architectural schematic design and working with the City of Centralia to determine traffic patterns, especially as the campus is extended.

Bob added that MSGS is the usual architect so there are some growing pains working with the McGranahan Architects out of Tacoma.

### Field Design

Dr. Leslie Fountain Williams provided a recap of the field project. Dr. Fountain Williams noted that a review of the project from its inception may help explain the current atmosphere the college is working in. There are approximately five iterations of a Public Works Request (PWR); an application that activates different phases of capital requests. A request of this nature involves the State Board for Community and Technical Colleges (SBCTC), the Department of Enterprise Services (DES), the Office of Financial Management (OFM) and Centralia College – the client. It is a critical part of the process.

The first PWR is dated April 2021 and had been submitted with a \$2.5 million budget. Shortly thereafter, a second iteration of a PWR was submitted with a budget of \$3.7 million for the project. A third PWR followed with a \$4.7 million budget. All of these iterations were prior to the fiscal year ending on June 30, 2021.

Dr. Fountain Williams began work on July 1, 2021. Dr. Fountain Williams issued PWR #4, requesting 6.3 million budget for the project. That request did not appear to be out of line; the current inflation rate at that time was at 6.8%.

DES pushed back on the fourth request; their expectation was that all of the project costs be shown. Costs, including taxes and everything the project would need for

completion, should be included. Reviewing the history of the PWRs, a fifth PWR was submitted with a budget of \$7.5 million in March 2022.

DES requested the college “repackage” the fifth bid request. The initial submission was two separate bids; one bid was for the field contractors and a separate bid for the artificial turf. DES stated that having two separate contractors on one project would be too difficult to hold someone accountable. This lost the college some time and inflation was now up to 8.5%.

The sixth PWR was accepted; the bids for the construction of the field started coming in. The bids were much more costly than anticipated.

The project team went to Student Government and requested support to finish the project. There were students on opposite sides of the issue here; the students were overwhelmed but there had to be a way to determine how to move forward.

The City of Centralia knew the students were funding the project and provided several suggestions and recommendation to control costs. For example, the contractor would install infrastructure at an opportune moment so that the college would not have to come back and install it at a later date. Meetings were focused on how to control project costs.

The project has had challenges and any construction project will. There are still some supply chain issues. There were adjustments to the layout of the field and there was the mishap with the light fixture; the college’s Assistant Attorney General had to contact the contractor to ensure and assure Centralia College that a similar incident would not happen again.

Dr. Fountain Williams distributed a change order log; the change order totals are barely over \$100,000 and this amount is not unusual for a project of this scope.

Rick Perkins, Director of Maintenance and Construction, added that weather also affected the completion; currently, the estimated substantial completion date is now December 6, 2022.

Mark Scheibmeir requested further information regarding the multipurpose sports complex SAALT funding and the 1.4 million shortfall at the bottom of the page.

Dr. Fountain Williams explained that this project does not affect the college budget. The funding for the sports complex is a Capital Budget project and is separate from the college budget funds. The overage for this project will be satisfied with money from the college’s reserve funds.

Mark Scheibmeir stated that the board was not made aware of nor approved this overage. Mark added that the trustees lost control of this budget decision and did not have a stake in the outcome.

Dr. Mohrbacher suggested that the trustees may want to approve this decision now.

Mark Scheibmeir added that there was discussion during January and February 2022; none of the trustees were ever made to realize where the budget was going to be. The trustees understand and are committed; however, prior notice or being made aware of the situation would have been appreciated.

Dr. Mohrbacher added that the sports complex project had an unusual funding stream.

It was MOVED BY Doris Wood-Brumsickle THAT THE BOARD SATISFY THE \$1.456 MILLION DOLLAR SHORTAGE FOR THE SPORTS COMPLEX PROJECT IN

THE CAPITAL BUDGET OUT OF THIS YEAR'S SURPLUS FUNDS. THE MOTION CARRIED UNANIMOUSLY.

Doris Wood-Brumsickle added that the trustees have been made aware of the funding situation and the decisions have now been made transparent.

**18. 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 6:10 pm board members moved into executive session for the purpose of reviewing the performance of a public employee and consulting with legal counsel regarding potential agency litigation. The executive session is expected to last approximately twenty minutes. The board reconvened into open session at 6:33 pm.

**19. Action from Executive Session**

There was no action from Executive Session.

**20. Announcement of Upcoming Meeting Date and Place:**

The next board meeting will be on Thursday, December 8, 2022 via WebEx and in the Hanson boardrooms.

**Adjournment**

The meeting adjourned at 6:38 p.m.

**APPROVED:**

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*Court Stanley, Board Chair*

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*Dr. Bob Mohrbacher, Board Secretary*