

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

Classroom

**White Pass Country Historical Museum
Packwood, Washington**

Study Session/Regular Meeting

**October 13, 2022
3:00 P.M.**

MINUTES

• **Study Session**

Campus Master Planning

Dr. Mohrbacher gave a PowerPoint presentation about the Campus Master Plan. The presentation reviewed what a facilities master plan is, the overview of the current master plan, updates since the previous review, what is on the horizon for the college, and what needs to be addressed in the upcoming revision.

Dr. Mohrbacher provided a bullet point listing of the different purposes that a Facilities Master Plan provides:

- Guide for college growth
- Allows the Board of Trustees to delegate management authority for college administration
- Supports request for capital funding
- Allows planning for infrastructure development for future development
- Communication tool between the college and city, including neighbors

The presentation provided a list of questions for the trustees to consider; the questions and the responses are listed below.

- What do you like about the campus right now, as is?
 - The campus is aesthetically pleasing
 - It is welcoming – relaxed and comfortable
 - Concise (geometric) but not claustrophobic
 - Feels safe/well-lit/calm/peaceful
 - Several places for students to gather
 - There is a cohesion to the architecture
- Are there things about the campus right now with which you are dissatisfied?
 - The campus tends to “drift off”; there is a loss of place, especially in the southwest corner of the campus
 - Surrounded by an eclectic neighborhood
 - No visible “grand” entrance
- If you had a “big dream” for the campus of the future, what would it be?
 - Implementing a “grand” entrance
 - Prettiest campus in the community college system. Currently, it is close but it is not quite there
 - More student centered; more traditional

- Less car-centric
- Are there things you would not want to see in future campus development?
 - More parking lots
 - Unkempt campus
 - No “C” quality construction
 - Less concrete and steel; more wood
- Are you aware of any future trends that we should keep in mind when thinking about the Campus Master Plan?
 - Less cars
 - More student housing
 - More four-year programs
 - A better understanding of the funding
 - Realizing that the campus itself is a great marketing tool

Dr. Mohrbacher closed by thanking the trustees for providing input regarding the questions that were asked of them. This process starts and ends with the trustees. The presentation will help with decisions regarding the Campus Master Plan and planning ahead for the next five years and visioning for the future. The college must have a current master plan process in place prior to any Capital Campaign requests.

1. Call to Order

Board Chair Court Stanley called the meeting to order at 4:14 p.m.

2. Roll Call

Board members present:

Court Stanley
 Pretrina Mullins
 Mark Scheibmeir
 Annalee Tobey

Doris Wood-Brumsickle (excused absence)

3. Introductions/Presentations:

Jan Gross, White Pass Country Historical Museum volunteer, welcomed the Board of Trustees to the museum. Jan gave a brief history of the 1938 building and explained some of the exhibits. She thanked the trustees for choosing to visit Packwood.

Joyce Hammer, Vice President of Instruction, introduced Kerry Urquizo, Dean of Transitional Studies and Centralia College East. Kerry began her employment with Centralia College on Monday, October 10, 2022.

Amber Brown, East County Journal, introduced herself and stated that Jan Gross informed her that the Centralia College Board of Trustees was holding their October meeting at the museum. A graduate of Centralia College, she thanked the trustees for coming out to east county to hold their meeting.

Open Forum

No one requested to speak in open forum.

4. CONSENT AGENDA

Adoption of Minutes:

It was MOVED BY Mark Scheibmeir THAT THE BOARD APPROVE THE REGULAR MINUTES OF SEPTEMBER 8, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Policy Governance

Policy Updates

Dr. Mohrbacher reported one policy, 1.045 Hazardous Materials Management, was approved at the October 5, 2022 Institutional Effectiveness meeting.

5. Trustee Reports

Mark Scheibmeir reported that he and Annalee Tobey will be attending the ACCT Leadership Congress in New York City, New York on October 26 – 29, 2022. In preparation for the event, Mark attended the October 11, 2022 Trustee Tuesday where the topic was “ACT goes to New York: How to get the most from the 2022 ACCT Congress.” Kim Tanaka, Director of the Washington State Association of College Trustees, said that whether this is a trustee’s first or fifth time visiting, this Trustee Tuesday session will be helpful in planned how to most effectively spend their time.

Annalee Tobey reported she completely enjoyed the September 12th Kick Off. She has been using the presentation by Carrie Powell and Carrie Johnson to identify employee names and put them to the faces and the departments in which they work. The music at the end of the event was perfect.

Annalee attended the Foundation Soiree on Tuesday, September 13, 200 on the Olson Deck in the Science Center.

Annalee also attended the CC Foundation Night at the Olympic Club. It was well attended and she enjoyed meeting a large number of college employees.

Annalee reported that she is anticipating her visit to New York in three weeks; she will be representing Centralia College at a national level and very much looking forward to the experience.

Petrina Mullins reported she attended the Trustees of Color Affinity group and attended Trustee Tuesday on October 11, 2022.

Court Stanley reported he attended and welcomed employees at the September 12, 2022 Fall Kick Off.

Court attended the September 13, 2022 Trustee Tuesday and listened to Paul Francis, new Executive Director of the State Board for Community and Technical Colleges.

Court attended the Board Chair Affinity Group; the group intends to meet every other month. Discussion focused on how to be an effective board chair.

The Board Chair Affinity Group also discussed enrollment. Interestingly, all but Centralia College reported declining Running Start enrollment.

Discussion also included setting aside time for public comment. Most of the colleges have 45 minutes for public comment and work to control that section of the agenda. Most of the trustees agreed that agendas and meetings should have students as their top priority and report first.

Court stated that it was interesting to listen to the other trustees on how their board meetings are structured. Quite a few of the colleges are going through presidential searches and dealing with drama from their surrounding communities.

Court reported that he welcomed everyone to the college for the Cross-Sector Summit on October 11, 2022. He also advertised to the Sector attendees that the mobile classroom was parked outside and available for tours.

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, Court Stanley, Annalee Tobey, and Pretrina Mullins all requested to be registered for the event.

ACCT

The 2022 ACCT Leadership Congress will be in New York City from October 26 through the 29, 2022. Mark Scheibmeir will be the voting delegate for Centralia College. Voting delegates must sign in and receive their credentials at ACCT's Voting Delegate Desk after completing their ACCT registration.

CC Foundation

Christine Fossett for Doris Wood-Brumsickle, Foundation liaison, reported three main topics were discussed:

- 1) Scholarships and awards; updating the scholarship policy, and discussion of concerns the board should consider regarding that policy.
- 2) The Hanke fund and how best to optimize those funds; make the Hanke fund provide more of an impact to the students.
- 3) Updated an addendum to the bylaws.

6. President's Report

Dr. Mohrbacher reported he attended three days of a week-long Clery Training at North Seattle College on October 10-14. The training was incredibly complex; however, the presenter was good and possessed a sense of humor. Several questions regarding rules around the new college housing were answered. Dr. Mohrbacher explained that the

Jeanne Clery Act requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures that are in place to improve campus safety. Lack of compliance with the Clery Act can be expensive and fines can add up quickly, so having multiple fully trained people at the college helps to monitor campus compliance.

Friday, October 7, 2022 was the Washington Association of Community and Technical Colleges (WACTC) President's Business meeting. Dr. Mohrbacher was unable to attend; the All-Campus Meeting was scheduled the same day. There was discussion at WACTC regarding dual enrollment; the Office of the Superintendent of Public Instruction (OSPI) has made a proposal on dual enrollment that may not be favorable for community colleges.

The legislative agenda will in part be based on compensation. The colleges want to ensure employees receive their Cost-of-Living Adjustments (COLAs) and also a substantial amount on top of the COLA. The legislators funded 85% of the increase with the last salary increase; the colleges are asking for 100% funding by the legislature with this increase.

The ctcLink governance committee is now operative; all the community colleges are using the ctcLink business system. There are technical changes and reconfigurations being made to the system while working to ensure all units operate the same way. Business processes are being refined to reduce the manual work load; the governance team is making progress. The various colleges have submitted a long list of changes and corrections that employees want but the governance group will be overseeing and prioritizing those requests.

The Fall Conference Day, Friday, October 7, 2022 was successful and well attended. Dr. Mohrbacher thanked Fia Eliasson-Creek and Carrie Powell for all of the planning that went into the event. Fia added that she originally intended to provide data but changed the focus of the presentation to "belonging and value." The questions were simple: 1) How does the college help students feel like they belong and 2) how do we value employees? The feedback from the event has been strong. Dr. Mohrbacher, Fia, and Carrie participated in a campus walk-about to extend personal invitations to solicit input from campus constituents.

Dr. Mohrbacher attended a meeting of the Forest Sector Workforce Working Group on September 16, 2022. The Department of Natural Resources (DNR) presented their legislative decision package. There was some disappointment from members of the group since the DNR previously received legislative appropriation. The only product the DNR produced is a request for additional funds. Their proposal also seeks funding to reproduce training opportunities that currently exist at community colleges or other community partners. The college is currently trying to schedule a meeting without the DNR to discuss a response.

7. SAALT

No additional items reported.

8. Faculty

No additional items reported.

9. Classified

No additional items reported.

10. Instruction

Dr. Joyce Hammer, Vice President Instruction, repeated the introduction of Kerry Urquizo as the Dean of Transitional Studies and mentioned Betsy Lazo is currently serving as interim Dean of Instruction, Industrial and Healthcare.

Dr. Hammer reported that this is also “grant season.” Dr. Hammer is working on a Commercial Driver’s License (CDL) grant with Spokane and Walla Walla. The grant was resubmitted again this week. It is hopeful that the college will be able to expand the CDL programs to incarcerated students in the correction programs.

Dr. Hammer explained that there is money available through the State Board for Community and Technical Colleges (SBCTC) for programs pertaining to climate solutions so the college will be reviewing whether to apply for those funds.

The final program proposal for the Bachelor of Science in Computer Science will be presented to the SBCTC next week. The proposal includes a consortium of colleges: Cascadia, Edmonds, Green River, Lake Washington Institute of Technology, Renton Technical, and Skagit Valley as well as Centralia College.

The nursing program is proposing an expansion plan intended to double the number of students served, potentially as early as spring quarter 2023. The program re-opened applications for advanced placement Licensed Practical Nurse students late in August due to multiple openings in the cohort. The response was overwhelming with six students admitted; four of which are in addition to the traditional cap of 24. The nursing program is working with CC East to develop a hybrid plan for distance learning in the future. This would utilize the CC East Campus and capitalize on the relationship with Arbor Health in Morton. The nursing program is scheduled to be reviewed and visited by the Commission for Nursing Education Accreditation (CNEA) as a follow up to the virtual accreditation process last year. An advisory board meeting is tentatively set following this accreditation visit to discuss findings and make future plans for the program.

Tenure committees are being assembled. There are several tenure track faculty this fall; all tenure track faculty will be introduced to the trustees at the November 10, 2022 board meeting.

11. Public Information Office

No additional items reported.

12. Human Resources

Joy Anglesey, Vice President of Human Resources and Equity, provided a brief review of the October 7, 2022 Fall Conference. Approximately 195 employees attended. In addition to the presentation by Fia Eliasson-Creek on Strategic Planning, two afternoon sessions were offered where employees could sign up for professional development classes. Joy participated in the sessions as a presenter; she enjoyed the opportunity and getting to meet people. The day concluded with an ice-cream social. The HR Office is now receiving feedback on the event.

Joy reported that she attended the Northwest Human Resources Management Conference in Spokane where she received good information.

Joy reported the Justice, Equity, Diversity and Inclusion (JEDI) Committee is offering the campus an opportunity to participate in book club activities. The JEDI Committee selected two books to review and will have them available to check out; JEDI would lead the discussion on the books. The books chosen are not long and were selected to help provide people with an introduction to diversity, equity, and inclusion and what it means.

Joy added the HR team is currently participating in team building and review of HR processes.

13. Student Services

Dr. Robert Cox, Vice President Student Services, reported that his area is working towards a more narrative approach to the board reports. Mark Scheibmeir stated that he appreciated the removal of all the bullet points except with enrollment numbers. Mark requested that information remain as bullet points in this particular report as it is easier to absorb that type of information in bulleted format.

Dr. Cox reported that Price Peterson was able to secure a \$1,200 grant to purchase a refrigerator from an organization called Swipe Out Hunger. Price will be receiving an award letter soon and a refrigerator could be in place before the end of the quarter.

Currently, Student Services is working on a Regional Challenge Grant to expand partnerships with the other area high schools that are similar to the partnership the college has with the Chehalis School District. Seven schools have written letters of support and requested to be involved in this grant – Toledo, Centralia, Mossyrock, Oakville, Tenino, Adna, and Rochester high schools all want to be included.

The Washington State Achievement Council (WASAC) was awarded six million from the state legislature to expand promising practices; Centralia College has demonstrated promising practices and is well positioned to be a recipient of this grant funding.

Centralia High School (CHS) would like to offer a Running Start class at the high school. This would involve sending college personnel to the high school and it would eliminate the transportation barrier for students. Chehalis is also interested in this type of program but before the college embarks on the addition of another client, any concerns or issues that may arise with this program will need to be addressed first. Dr. Hammer added that this program would also need the approval of the Northwest Commission on Colleges and Universities (NWCCU) before starting.

14. Administrative Services

Dr. Leslie Fountain Williams, Vice President of Finances and Administration, reported she has asked her team to submit their board reports to her with a focus on students and staff. Putting reports in a narrative format is proving to be a bit of a challenge for her area.

Dr. Fountain Williams reported that her team is working together and in the same direction. At the Fall Conference, all the departments were represented. Some employees participated in workshops and others volunteered to lead workshops.

Dr. Fountain Williams reported the new Bookstore Manager, Zachary Queen, has brought a new energy to the bookstore. Zachary has expanded bookstore visibility; he has been participating in athletic events with clothing items and college swag. Sales have increased 30%. The bookstore is currently installing a new Point of Sale (POS) system that should be implemented by the start of winter quarter.

Dr. Fountain Williams reported the college will continue the relationship with the Blazer Bites cafeteria staff as well as the coffee shop partnership. As enrollment increases, perhaps it will generate more revenue for these two businesses.

The Campus Master Planning letters have been sent to the neighborhood and city and county officials. The Campus Master Planning event is a good opportunity to go out into the community and invite the neighbors to get involved in the process.

Centralia College will participate in The Great Shake Out on Oct. 20 at 10:20 a.m. This is an international drill to practice what to do in the event of an earthquake.

There was a glitch in the automatic deposit of paychecks into employee's accounts on September 26, 2022. The payroll direct deposits that were scheduled to run over the weekend did not post as scheduled. This was due to a problem at the state level and it effected payroll deposits at six colleges, including Centralia College. According to the State Board for Community and Technical Colleges, "This was the result of the secure file that gets uploaded to USBank via the financial transactions gateway being rejected and sent back this weekend. Unfortunately, unlike in previous instances where this happened, we did not receive a warning notification that the file had been rejected." SBCTC has identified the cause of the issue and fixed the problem. SBCTC will continue to work with USBank and the vendor for the electronic transfer portal to assure that this problem does not repeat in the future.

The college is still rebuilding from the ransomware attack; the VPFA office is creating an insurance plan to recoup some of the losses. Work is also underway on a ransomware debriefing.

15. Foundation

Christine Fossett, Associate Vice President of Advancement, reported the Capital Campaign's primary project is supporting the funding of the multi-purpose athletic field and its needs. Christine has had better success raising funds when specific pieces are identified as needed by the athletic field.

Charlie Albright will be performing November 18; tickets are not selling as well as earlier anticipated. Charlie plans to add some Christmas music to his repertoire as well. The Foundation will begin advertising for the event; there are several general seats left.

The November 5, 2022 Gala sponsorships are up and attendance is low. People and businesses are sponsoring tables but few people are signing up to attend. Christine reported that while attendance may be down, it is not indicative of the Foundation's success this year – business is going well.

Seven local businesses will support the Commercial Driver's License (CDL) grant program with cash or donations-in-kind. They will most likely provide the donation whether or not the college is awarded the CDL grant.

16. New Business

Nursing Director Memo of Understanding (MOU) – Dr. Joyce Hammer

Dr. Joyce Hammer, VP of Instruction, explained that when a faculty member converts to an administration position, the faculty member retains “Tenure Retreat Rights.” These rights entitle the faculty member to return to teaching if they no longer wish to continue as an administrator.

A MOU was developed for Jenny Bauska, Nursing Director, originally hired in March of 2021 as a tenure track nursing faculty member, so she could return to a tenure track faculty position if in the future she no longer wished to be the Nursing Director.

This serves to notify the Board of Trustees of this arrangement.

17. Old Business

Strategic Planning

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

The Fall Conference provided great responses with interaction between the staff at the tables. Employees enjoyed the interactive exercises and participation in the event was strong.

Fia reported that the listening sessions and focus groups are already underway; different employee groups, faculty, and students are being contacted in an effort to hear all the voices in regards to their hopes and dreams for the college. Anything shared during the listening session is confidential; the goal is to hear from everybody so that a clear picture is presented.

Fia noted that there are recurring concerns that continue to bubble up although the perspectives may be different. The recurring strength of the college is the community connection the college has and has maintained that connection through the years. Regina King, faculty member, has been helping set up meetings with various community members/groups.

The first meeting of the Strategic Planning Steering Committee (SPSC) is Friday, October 14th. Membership selection is almost complete and will consist of 25 to 30 members representing all areas on campus.

All of the data that is collected will be reviewed by the SPSC. The committee will be instructed to determine two to four major themes, or directions. The themes will be discussed and feedback solicited.

Once the themes, or directions, are determined, the question of how the college gets there will be addressed. The SPSC will need to determine how to drive this planning process and determine if there are any barriers.

Once the Steering Committee has a final draft of the plan, the plan will come to IE for approval and then the plan will be presented to the Board of Trustees at their April 2023 board meeting. The timeline is very aggressive with a tight turn-around time; however, it is very doable if the proposed timeline is followed.

Teacher Education and Family Development Center

Dr. Leslie Fountain Williams reported a committee was formed to select the architectural firm for the Teacher Education and Family Development Center (TEFDC). The architect selected for the process is McGranahan Architects out of Tacoma. Dr. Fountain Williams has met with the firm to review predesign and discuss how to solicit information from stakeholder groups.

Wednesday, October 12, a team from the VPFA area toured two different facilities. The Early Learning Center in Olympia was visited but the facility has not yet been opened. The site is reported to have had some difficulties to overcome. The second facility was at the Tacoma Community College (TCC) Early Learning Childhood Center and McGranahan Architects were the actual architects for this project in 2010. This provided the team an opportunity to see a project twelve years later. The VPFA team witnessed both innovative ideas and things that warranted a second look. It was interesting to see how the TCC staff utilized the facility.

Since the location of the Centralia College facility has changed from east campus to west campus, the office is working with the Department of Enterprises Services (DES) to purchase the property on King Street from the Foundation. DES will be managing that acquisition rather than in-house staff.

Dr. Fountain Williams reported that the college closed on 407 King Street in September; when she went to pick up keys, she discovered the former owners had not yet left the property. She is working with the realtor to speak with the former owner(s).

Field Design

Dr. Leslie Fountain Williams reported the turf is approximately 95% installed. The field will not be ready for the last women's soccer game on October 29th; the lights are not ready and the women's team will not be able to play on the new field.

Dr. Fountain Williams explained that the athletic field project bid was "repackaged" for the Department of Enterprise Services (DES). Originally, the project consisted of two separate bids but DES did not want two general contractors. Separate bids did complicate a few things. Both the repackaging and cost escalations have complicated matters; the project needs approximately another million in funding.

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 5:30 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 thirty minutes. The board reconvened into open session at 5:56 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, November 10, 2022 via WebEx and in the Hanson boardrooms.

Adjournment

The meeting adjourned at 6:00 p.m.

APPROVED:

Court Stanley, Board Chair

Dr. Bob Mohrbacher, Board Secretary