

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

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

**Study Session/Regular Meeting  
April 14, 2022  
3:00 P.M.**

**MINUTES**

- **Study Session**

Waivers – Marla Miller, Director - Business Services

Marla Miller provided a review of tuition waivers for the trustees.

Waivers fall into three main categories: those required by law (statutory), those required by the State Board, and those that colleges are allowed, but not required, to offer (optional waivers).

In addition, some waivers are subject to a limitation on the total amount that can be waived by the community and technical college system. Per RCW 28B.15.910, the amount waived for certain waivers cannot exceed 35% of the total amount of operating fees authorized to be collected by the community and technical college system. This is known as the 35% limit. Colleges may offer additional optional tuition waivers; however, those are considered to be outside the 35% limit. Colleges have no authority to offer waivers not authorized by the State Board.

**1. Call to Order**

Trustee Doris Wood-Brumsickle called the meeting to order at 4:04 p.m.

**2. Roll Call**

Board members present:  
Doris Wood-Brumsickle  
Court Stanley  
Pretrina Mullins  
Mark Scheibmeir

**3. Introductions/Presentations:**

Kelli Bloomstrom, Dean of Instruction, Transitional Studies and CC East, introduced several staff members. Kelli thanked her staff for their work.

Gretchen Jones – Adjunct Faculty, Health and Sciences

Dr. Clay Graham – Pro Rata Assistant Professor, Adult Basic Education and the High School+ program

Mike Larkin – Grounds and Maintenance

Lauri Dennis – Office Aide 3, front office staff, WABERS specialist.

Lynn Schinnell – Program manager - CC East and Greenhill

## **Open Forum**

No one requested to speak in open forum.

## **REGULAR AGENDA**

### **Adoption of Minutes:**

It was MOVED BY Court Stanley THAT THE BOARD APPROVE THE REGULAR MINUTES OF MARCH 10, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

### **Trustee Reports**

Pretrina Mullins reported she attended the ACT Trustees of Color Affinity Group meeting.

Doris Wood-Brumsickle reported she attended the April 12, 2022, Trustee Tuesday presentation "Why Hold a Board Retreat?" with Ken Burke as the presenter. Retreats are beneficial for trustees and allow time for focused discussions on emerging issues, addressing concerns, clarifying roles and responsibilities, setting goals and priorities, developing a cohesive board, and focusing on strategic thinking.

### **WA-ACT**

Doris Wood-Brumsickle announced that there will be a presentation tomorrow, Friday, April 15, 2022 titled "How to Mess Up Your Presidential Search" with three panelists: Jean Floten, Jill Wakefield, and Preston Pulliams. Doris recommended the trustees participate in the event.

The Trustee Spring Conference is Thursday and Friday, May 19 and 20<sup>th</sup>, 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 in the Southwest Washington Flexible Trade Center (SWFT), Room 109 at 3:00 p.m. It will cover planning, reviewing, Capital Campaigns, and searching for a new vice president.

## **President's Report**

Dr. Mohrbacher reported Dr. Erica Holmes will be relocating out of the area and this will be her last board meeting. Dr. Mohrbacher and the trustees thanked Dr. Holmes for her service to Centralia College.

Dr. Mohrbacher spoke with Ambar Algera from the Boards and Commissions Office regarding onboarding a new trustee. Annalee Toby has expressed interest in serving as a trustee and will complete an application for the position. If all goes well, the board could have a new trustee by the May 2022 meeting. The extension of a current term was also discussed; extending the existing term would happen at the same time.

Dr. Mohrbacher requested feedback from the trustees on whether to proceed with pursuing a waiver for the Student Success Class HR 101 in the college's HS21+ program. Providing a waiver for students would help with educational planning and may help more students to transition into credit bearing classes. The trustees unanimously agreed to approve a waiver for the program. Dr. Mohrbacher responded that work will begin so that a waiver can be implemented this fall.

Dr. Mohrbacher provided the trustees a list of new funding the college will be eligible to receive. The college is currently waiting on the application materials from the State Board before they can apply for the various funding opportunities. The college will be receiving \$80,000 to work with community-based organizations to increase the number of Financial Aid applications. The President's Office is organizing a meeting with CIELO to determine their interest in providing financial aid and college information nights and college enrollment targets for their clientele.

Dr. Mohrbacher reported the last colleges go live on ctcLink in May. After the implementation is over, the State Board ctcLink implementation team will be disbanded. The State Board will need a committee/council moving forward but is currently unsure of the format. The college will need to assign someone to participate; it may be Frances Mayfield, Business Process Analyst, but more understanding of the work is needed. Questions will most likely focus on prioritization, technical issues, and policy. At this moment, it is unclear who the best representative from the college would be.

Dr. Mohrbacher reported that the college has been asked to be a partner with the Thurston County Economic Development Council in an application for a USDA RISE grant. The college will provide a letter of support. The EDC would use this grant to expand their center to include classrooms and meeting space; Centralia College could teach some classes at the center.

Dr. Mohrbacher provided information from the presentation of Rick Gustafson and Renata Bura from the University of Washington (UW). Research is underway at the UW to highlight the potential for locating a bio-hub (a collection of integrated bio-based industries) in Lewis County and to provide data, models, and materials that Lewis County Development can use to attract industry. Research completed to-date demonstrates that Lewis County has excellent possibilities to establish a bio-hub. The college will continue to monitor this effort; the college may be able to benefit from the researcher's work.

Dr. Mohrbacher will be attending the American Association of Community Colleges (AACCC) in New York from April 28 through May 3, 2022. Speakers will discuss various issues including enrollment decline. Isaac Pope, All-Washington Academic Team scholar, was selected as a 2022 All-USA Academic Team Scholar. He will not be attending the

conference to receive the award; Dr. Mohrbacher will attend the event and accept the award on behalf of Isaac Pope.

Dr. Mohrbacher listed departures:

- 1) Dr. Erica Holmes, VP of HR & Equity
- 2) Jessica Ramirez, Assistant Director of Student Life
- 3) Sarah Mickel, eLearning Classroom & Instructional Tech 2

### **SAALT**

Marisol Vargas, Student Advocacy Activities Leadership Team (SAALT) President, reported the team is excited to welcome spring quarter with students back on campus and the lifting of the mask mandate.

The students sponsored a welcome week rather than a welcome day. The week has many activities for the students to participate in.

Dr. Cox facilitated a partnership with the cafeteria where SAALT sponsors a meal. The first sponsored meal was today; there were so many students participating that a line had to be formed.

The week of April 18 – 22 the students will be celebrating Earth Day. Activities include a Farmer's Market, a presentation by Dr. Lisa Carlson, and a work party in the KNOLL.

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

### **Faculty**

No report provided.

### **Classified**

No additional items reported.

### **Instruction**

Dr. Joyce Hammer, Vice President Instruction, reported spring quarter is grant writing season on campus. The Perkins grant and State Board grants are all nearing their completion deadline dates.

Work is underway on a US Department of Labor grant - *Strengthening Community Colleges Training Grant*. This grant is intended to increase the capacity and responsiveness of community colleges to address identified equity gaps, meet skill development needs of employers, and skill development needs of marginalized and underrepresented workers. The college is a part of a consortium of several colleges in our system. The consortium's proposal is to offer the Commercial Driver's License (CDL) classes at the college's Department of Corrections sites. The finalization of the grant document is near completion.

There have been several committees busy with the hiring process. Some of the positions are:

- BAS Behavioral Healthcare Assistant Professor (Full-time, Tenure-track)
- Criminal Justice Assistant Professor (Full-time, Tenure-track)

- Early Childhood Education/Education Assistant Professor (Full-time, Tenure-track)
- Plant Biology Assistant Professor (Full-time, Tenure-track)
- Nursing Faculty, Assistant Professor – Tenure Track
- Sociology Assistant Professor – Tenure Track

The Instruction Office is undergoing reorganization. Cheryl Williams, Director of Instructional Services, is retiring May 2, 2022. The retirement provided an opportunity to modify some of the responsibilities to the position. Connie Smejkal will be the Dean of Instructional Services and absorb some of the auxiliary programs. Connie's duties will include assessment, curriculum review and development, ctclink responsibilities, and instructional budget aspects. Kelli Bloomstrom will absorb BAS-M, Accounting, BAS-TE, and Early Childhood Education and retain Workforce Funding and CC East. Lyz Grant will absorb Green Hill responsibilities.

Dr. Hammer reminded the trustees that there will be tenure review for Richard Cowan and Aman Gil at the May 12, 2022 Board of Trustees meeting.

Doris Wood-Brumsickle commended the Instruction report stating that there are several creative and imaginative employees who work in Instruction. These employees put their talents to good use and Doris enjoys reading about their activities.

### **Public Information Office**

Amanda Haines, Director of Public Relations, reported that next week is the story deadline for the summer preview mailer. The theme for summer quarter is "What a difference a summer makes!" highlighting short term programs and certificates that students could complete over the summer. The General Education Development (GED), Commercial Driver's License (CDL), and Certified Nursing Assistant (CNA) programs could be completed in summer quarter and would make a significant difference in the students' lives.

Currently, there is considerable work occurring on the college catalog. It is expected that the college catalog will be posted in May.

Several video ads and testimonials are being recreated. The ransomware made current efforts unavailable and a significant amount of time is necessary to reassemble those creative assets that the PIO uses throughout the year. Six Running Start students responded to a request to be interviewed and will be featured on the new Running Start promotional videos.

The college continuously runs ads for Information Technology (IT) and baccalaureate programs; there is a need to refresh those ads using different strategies.

### **Human Resources**

Dr. Erica Holmes, Vice President of Human Resources and Equity, expanded on the Equity, Diversity and Inclusion (EDI) plan. Faculty members have been identified who will assist with the development of the plan. The EDI plan is using analytics to determine:

- The college has the diversity it needs

- Search pools have a good representation of diversity
  - The department hiring has the EDI information they need
  - The job descriptions, search process and selection adhere to EDI criteria
- EDI is working on structure of a campus climate survey.

Dr. Holmes reported she is producing an efficient process for talent acquisition and is planning to present it this next week.

### **Student Services**

Dr. Robert Cox, Vice President Student Services, gave a brief story of success regarding a Rainier student who has been supported by TRIO. The student has been accepted to numerous high-ranking universities. The Public Information Office will be doing a story on the student and how Centralia College was integral to her in her educational journey.

The Running Start orientation participation numbers are quite high with a large amount of interested students. Actual Running Start numbers will not be available until fall registration.

The new Director of Enrollment Services, Michelle Wheeler, will be starting on Monday, April 18, 2022. Robert will introduce Michelle at the May meeting.

### **Administrative Services**

Dr. Leslie Fountain Williams, Vice President Finances and Administration, reported the bookstore has a temporary auxiliary service manager filling in as the bookstore manager and has hired a permanent retail clerk lead who starts work on Monday. The bookstore was full and busy and it was good to see students purchasing their books on time. How the bookstore serves the students, course materials, and costs directly passed on to students are all currently being evaluated.

Dr. Fountain Williams reported that she and Marla Miller, Director of Business Services, are developing the fiscal year 2023 operating budget; the document should be ready for the trustees review and approval at the May 2022 board meeting.

The Walnut Street Compound is a structure designed to house the college vehicles as well as provide much needed storage space for the Facilities Department. The college vehicles have recently been a target of crime and theft. The call for bids will go out on May 1, 2022. The compound will be built near the Cedar Street Park and should improve the aesthetic appearance of the area.

### **Foundation**

Christine Fossett, Associate Vice President of Advancement, reported the Distinguished Alumni Committee nominated retired colonel and doctor Lynne Clark Thompson. He will attend the June 2023 graduation event to celebrate his 2022 nomination. Amanda Haines will interview him and a full press release and formal announcement will be made soon.

The Hanke Mini-Grants and Hanke Faculty Achievement have both been awarded. The Exceptional Faculty Award is still in progress.

Foundation Night at the Theatre is Saturday, May 14, 2022. Theatre goers can choose their own seating; it is best if seats are reserved now. There will be limited seating available due to spacing protocols.

The Capital Campaign has quietly started; letters are being sent with follow-up on those letters next week.

The Foundation awarded 290 scholarships in 2021 and this year the Foundation has received over 400 scholarship applications. The deadline for applications to be received by the Foundation is Monday, April 18, 2022. This may be a record-breaking application year. Currently, 50% of applicants are first year students; 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 trustees determined that the purchase of the Dodge Road property is not urgent; however, Christine will continue to monitor the property acquisition proposal.

#### **4. New Business**

##### Student Housing MOU

Dr. Mohrbacher noted Student Housing will be discussed in Executive Session as it deals with real estate acquisitions/sales.

Collegiate Housing International (CHI) is interested in building student housing. The building would most likely be three-story and would house approximately 100 students. CHI would like to open housing by September 2022 but perhaps January 2023 is more realistic. Peninsula College likes their arrangement with them. Peninsula College provided suggestions and recommendations which would be incorporated into the Centralia College agreement with CHI. If both parties can come to agreeable terms, the college would like to enter into an agreement with CHI.

##### Board of Trustees Ethics Policy 5.015

Dr. Mohrbacher explained that all policies need review every five years. This doesn't mean that anything will need to be changed; it simply requires a review of a policy every five years. The Ethics Policy will remain on the May agenda for trustee discussion and recommendations.

##### Honorary Degree

The Bachelor of Applied Science Teacher Education (BAS-TE) 2022 graduating cohort wrote a letter recommending Talia May-Hansen be named an honorary graduate recipient in June 2022. The cohort felt it was important that the board know exactly how she impacted her fellow students and future students in the BAS-TE program as well.

It was MOVED BY Mark Scheibmeir THAT THE BOARD HONOR TALIA MAY-HANSEN WITH AN HONORARY DEGREE AT THE JUNE 2022 GRADUATION CEREMONY. THE MOTION CARRIED UNANIMOUSLY.

## **5. Old Business**

### 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 the students met Tuesday, April 12, 2022 to discuss the bids on the multi-purpose athletic field. The students accepted the bid from Premier Fields but eliminated the alternate bids one and four (permanent bleachers and batting cages). The base bid came in at 4.8 million. The bleachers and batting cages can be obtained or built at a later date; it is hopeful the field will be functional and operational by fall 2022.

## **6. Policy Governance**

### Policy Updates

Dr. Mohrbacher reported the following policies were reviewed at the April 6, 2022 Institutional Effectiveness meeting.

The policies below were placed under review:

- 4.135 – Repeating Courses
- 4.XXX – BedA Progression Policy

## **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 5:30 pm board members moved into executive session for the purpose of considering the sale or acquisition of real estate. The executive session is expected to last approximately twenty-five minutes. The board reconvened into open session at 6:03 pm.

## **8. Action from Executive Session**

It was MOVED BY Mark Scheibmeir THAT THE BOARD PROCEED WITH THE DEVELOPING OF TWO AGREEMENTS WITH COLLEGIATE HOUSING INTERNATIONAL (CHI) TO DEVELOP STUDENT HOUSING FOR CENTRALIA COLLEGE STUDENTS – ONE TO BUILD NEW HOUSING ON THE LOT CURRENTLY OWNED BY THE CENTRALIA COLLEGE FOUNDATION, AND ONE FOR CHI TO



PURCHASE AND RENOVATE THE APARTMENT BUILDING CURRENTLY OWNED BY THE COLLEGE. THE MOTION CARRIED UNANIMOUSLY.

**9. Executive Session**

Under RCW 42.30.110, the board may hold an executive session for the purpose of reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation. The executive session is expected to last approximately twenty minutes. At 6:06 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 thirty minutes. The board reconvened into open session at 6:31 pm.

**10. Action from Executive Session**

There was no action from Executive Session.

**11. Comments**

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

The next board meeting will be Thursday, May 12, 2022 via WebEx and Hanson boardrooms.

**Adjournment**

The meeting adjourned at 6:32 p.m.

**APPROVED:**

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*Doris Wood-Brumsickle, Board Chair*

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*Dr. Bob Mohrbacher, Board Secretary*