

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

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

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

MINUTES

• **Study Session**

Unconscious Bias in the Workplace – Dr. Erica Holmes

Dr. Erica Holmes provided a PowerPoint presentation on Implicit Biases. The presentation addressed the questions of 1) Where does implicit bias come from? 2) What types of biases are there? and 3) Do all people have it? And, if they do, how do they deal with it?

Implicit bias is described as having a preference or aversion to a person or group of people rather than remaining neutral. The term “implicit bias” is used to describe attitudes towards others without our conscious knowledge.

Dr. Holmes explained that bias comes from the individual’s background, personal experiences, social stereotypes, and cultural context. There are several types of biases:

- Confirmation bias – supporting one’s beliefs or values
- Gender bias – preference to prefer one gender over another
- Attribution Bias – different rationale for your behavior versus others
- Beauty Bias – attractive people perceived more positively
- Affinity Bias – gravitate toward people like ourselves

Being aware that all people have biases that may affect behaviors and judgements and encouraging people to be mindful and aware are the first steps towards identifying and reducing implicit bias, especially in the workplace.

1. Call to Order

Trustee Doris Wood-Brumsickle called the meeting to order at 4:10 p.m.

2. Roll Call

Board members present:

Doris Wood-Brumsickle (via WebEx)

Court Stanley

Pretrina Mullins

Mark Scheibmeir

Debbie Campbell (excused absence)

3. Introductions/Presentations:

Dr. Joyce Hammer introduced Dr. Aman Gill, Mechanical Engineering Assistant Professor. Dr. Gill will be expanding the Engineering, Robotics, and Automation program. Dr. Gill gave a brief description of how he plans to train students, develop classes, and provide students with an excellent education.

Doris Wood-Brumsickle, Board Chair, introduced Emmy Kreilkamp, Drama Professor. Ms. Kreilkamp explained the context of Act 1, Scene 1 of Michael Frayn *Noises Off*. Ms. Kreilkamp thanked everyone for the opportunity to perform and encouraged everyone to attend the production, either in-person or via the streaming option. The play opens Friday, February 11, 2022 and runs through February 20th.

Dr. Mohrbacher introduced Fia Eliasson-Creek via WebEx. Ms. Eliasson-Creek has accepted the position of Executive Director of Institutional Research and Planning and will start her employment at the college on Tuesday, March 1, 2022.

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 JANUARY 13, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Pretrina Mullins reported that she attended several events in January:

- Attended the January 24, 2022 New Trustee Orientation
- Attended the January 25, 2022 ACT Winter Conference
- Attended the February 4, 2022 ACT Trustees of Color Affinity Group
- Attended the February 8, 2022 presentation “A Beginner’s Guide to Critical Race Theory” by Erica Hernandez-Scott

Court Stanley reported he has finished his last class in the winter quarter “Artistic Welding and Metal Working.”

Court also attended separate ACT Legislative meetings with Democrats and Republicans. The topics of discussion were compensation, high-demand program support, and learning recovery. There was also a focus on declining enrollment across the state and the nation. Court noted that the experience was quite informative and he thought the legislators provided some good insights.

WA-ACT

Doris Wood-Brumsickle announced that she will be attending an ACT Education Committee meeting on Tuesday, February 15, 2022. The committee is working on agenda items for the Spring Conference as well as providing interesting topics for Trustee Tuesday discussions.

ACCT

Dr. Jill Biden gave the opening address at this year's ACCT Community College National Legislative Summit on Monday, February 7, 2022. Conference. There were no attendees from Centralia College this year.

CC Foundation

No report provided.

President's Report

Dr. Mohrbacher reported that Fia Eliasson-Creek has recently been hired as the college's Executive Director of Institutional Research and Planning with a start date of Tuesday, March 1, 2022. Ms. Eliasson-Creek visited the campus today to work through some logistics; she is currently the IR director at Green River Community College and has also worked at Spokane Community College. She has twenty-five years of experience and will be assisting the college with accreditation, assessment, Integrated Basic Education Skills and Training (I-BEST) reporting, and other Institutional Research responsibilities. Her first task will be to pull data for the 2022 monitoring report.

Dr. Mohrbacher reported the search is underway for a new Executive Director for the State Board for Community and Technical Colleges (SBCTC). SBCTC released the job announcement on Wednesday, February 9, 2022, to find a replacement for Jan Yoshiwara; staff members are anxious to see who will be hired for the position.

Dr. Mohrbacher reported receiving several questions regarding the mask mandate; there has been no communication from the governor's office to be able to answer that question. Information regarding COVID-19 protocols generally comes from SBCTC; there hasn't been any information to date.

Debbie Campbell has requested the Centralia College Board of Trustees consider her resignation as a member of the board. She has not officially submitted a letter of resignation but medical reasons within her family are preventing her from active participation with the board. If anyone knows of someone who would like to be a member of the board, please let Dr. Mohrbacher know. Trustees are encouraged to send interested people to the President's Office for more information. Dr. Mohrbacher will be notifying the governor's office within the next week.

Dr. Mohrbacher provided some brief legislative updates. House Bill 1659 statement is "Making higher education more affordable and accessible for students by bridging the gap between cost and need to reduce barriers, improve opportunity, and advance economic security." This bill would add additional support to the Washington College Grant in the form of a bridge grant for living expenses. HB1760 address expanding access to dual credit programs and would help cover additional costs for dual credit students such as text books and course fees. HB 1835 would create outreach and

completion initiatives to increase postsecondary enrollment. It would direct the Washington State Achievement Council (WSAC) to base a marketing campaign for the Washington College Grant. These bills are the main ones; there are a few others that the system is watching.

The Legislature is in session and working remotely. One of the top priorities for the community college system is compensation for college employees. Currently, it appears that the 3% Cost of Living Adjustment (COLA) is in all three of the budgets (Governor's, Senate, House).

SAALT

Marisol Vargas, Student Advocacy Activities Leadership Team (SAALT) President, provided a brief review.

Currently, 41 students are signed up to use the food pantry; 15 students accessed the food pantry for a total of 17 visits in January.

Bloodworks Northwest held a blood drive on January 26 and 27, 2022. 100 donors made appointments to donate blood; of that number, 82 donors kept their appointments. There were 20 first-time donors; it is hopeful that the donation was a positive experience and that the donors will consider donating again.

eSports has registered for the spring season. Competition will start in February. A vaccine clinic is scheduled for Tuesday, February 15, 2022.

Faculty

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, echoed the welcome to the campus of Aman Gill, Mechanical Engineering professor, starting with winter quarter 2022.

Advising week is through the week of February 14 – 18, 2022. Some of the advising will be online; the faculty have learned some new skills during the transition to online services during the pandemic and some of those skills and methods will continue.

Classified

No report submitted.

Instruction

Dr. Joyce Hammer, Vice President Instruction, reported there is a reorganization of the Instruction Office. With Cheryl Williams impending retirement on May 2, 2022, there was an opportunity to streamline and change some of the responsibilities of 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 Bachelor of Applied Science in Management (BAS-M), Accounting, Bachelor of Applied Science in Teacher Education (BAS-TE), and Early Childhood Education and retain Workforce Funding and CC East. Lyz Grant will absorb the Green Hill responsibilities. A Director of Basic Skills will be hired to help with the basic skills duties.

Dan Taylor will absorb the Tutoring Centers. The planned move will be on Friday, April 1, 2022; there are some details that will need to be worked out.

Dan Taylor, Interim Dean of Arts and Sciences, reported that the college has been approved to offer a bachelor degree in computer science. It would be difficult for Centralia College to offer this degree on its own; other colleges joined and will pool enrollment, utilize remote learning options, and share faculty. Lake Washington Institute of Technology is spearheading this effort. The first meeting for this group of colleges who will be offering the degree will be Friday, April 29, 2022.

Public Information Office

Amanda Haines, Director of Public Relations, reported the print deadline for the spring preview is this week; the preview is scheduled to print next week. The winter preview had a healthcare focus and highlights jobs in the healthcare field; spring quarter will have a focus on the arts, humanities and communication.

There are new ads coming out for Worker Retraining and Running Start. Running Start orientations kick off on March 2, 2022.

Work has started on promoting the upcoming Latinx in-person event scheduled for Thursday, February 24th, 2022. This event will register people for classes, assist with Financial Aid, answer questions, and help potential students through any college registration questions.

Human Resources

Dr. Erica Holmes, Vice President of Human Resources and Equity, thanked Dr. Erica Hernandez-Scott and Darcell Scott on the presentation “A Beginner’s Guide to Critical Race Theory” sponsored by the Justice, Equity, Diversity and Inclusion (JEDI) Committee on Tuesday, February 8, 2022.

Several policies were approved at the February 2, Institutional Effectiveness meeting. The telework policy was approved by the Classified Union; the union had requested a demand to bargain as the policy impacts classified staff.

The JEDI committee has identified a company to administer a campus survey regarding Equity, Diversity, and Inclusion (EDI).

There will be Search Advocacy training on Friday, April 15, 2022 from 8:30 to 4:00 pm. The course will provide current search advocacy members a refresher course while providing an opportunity for new people to attend.

Work has begun on coordinating learning and listening sessions for EDI. The plan is to do that in small group settings; this should provide information for planning purposes.

Student Services

Dr. Robert Cox, Vice President Student Services, reported Kimberly Ingram, Director of Enrollment Services, has left the college for employment with the State Board for Community and Technical Colleges. That position has been posted and Kelley Worthey has absorbed most of those duties in the interim.

Janet Reaume, Shelley Bannish and Nicole Zock have been appointed to lead 2022 commencement planning. The ceremony will be similar to how the college organized the event in 2021.

The Guided Pathways committee is planning on a campus forum with a tentative date of Tuesday, April 12, 2022. The chairpersons of the three sub-committees will be assisting with the facilitation of the forum. The forum will provide the campus community information regarding Guided Pathways efforts.

The EAB Navigate tool has been launched for faculty and staff. Once the training for faculty and staff is complete, it should be available for student use.

Administrative Services

Dr. Leslie Fountain Williams, Vice President Finances and Administration, reported the fiscal review has been delayed by the State Board for Community and Technical Colleges (SBCTC) due to lack of an auditor.

Casey Rice will officially be retired at the end of February; work is currently underway with HR to fill that position. The retirement has generated a reorganization of the facilities department.

Capital projects – The tech building remodel project has been delayed until the college completes all of the archeological surveys with indigenous tribes. Approval from six indigenous tribes were needed before work could begin. The college reached out to SBCTC for help.

The electrical infrastructure improvements have been delayed but within 3 to 4 weeks the college will be moving forward with this project.

Foundation

Christine Fossett, Associate Vice President of Advancement, reported that the Foundation met yesterday; they were few in number but mighty in ideas.

Former Centralia College Chief of Police Robert Berg has set up a permanent endowment to benefit a Criminal Justice student.

Christine scheduled a tour of the Southwest Flexible Training Center (SWFT) with the Thurston County Chamber. The Chamber will be hosting a boot-camp program and the SWFT Center is a location the Chamber may consider.

The Capital Campaign is moving forward. The Foundation will be ready to do a soft launch of the fundraising campaign on March 1, 2022.

A few administrators will be traveling to Port Angeles within the next few weeks. The trip will provide administrators an opportunity to see the partnership with Peninsula College and Collegiate Housing International. This company specializes in building units/housing for college students. The trip is scheduled for Thursday, Feb. 17, 2022.

4. New Business

Campus Equity, Diversity, Inclusion Plan – Dr. Erica Holmes and Emily Sprafka-Coleman

Dr. Erica Holmes and Emily Sprafka-Coleman gave a PowerPoint presentation on the EDI plan for the college. The presentation explained how the plan was developed

and how working together helped establish common definitions. Work will continue on developing the goals and how the goals will align with the college.

JEDI started with the review of the college mission statement. There was discussion regarding what data is missing. JEDI examined existing services, programs, and how the college interacts with the community.

JEDI reviewed the organizational culture of the college. It was recognized that when the words diversity, inclusion, and equity are used there should be a common definition. Feedback was provided by asking other institutions and the Institutional Effectiveness Committee. JEDI reviewed its Strategic Plan and is working toward:

- 1) The EDI plan aligns with the Board of Trustee goals.
- 2) The EDI plan aligns with the Student Success Plan.
- 3) The EDI plan aligns with the Instruction/Academic Plan.
- 4) The EDI plan aligns with the Directive 20-02 (This directive requires state organizations to develop or update their workforce diversity plans).
- 5) JEDI provides guidance with developing benchmarks and success measures.

The JEDI Council addresses issues when they arise. JEDI helps with events and webinars however; the main responsibility of JEDI is to serve in an advisory role and ensure accountability.

Dr. Mohrbacher added that the EDI plan will be going to the March 2, 2022 Institutional Effectiveness Committee for approval. The plan should come back to the trustees for final approval.

Commencement 2022

Dr. Mohrbacher stated that the plan for commencement 2022 will be something quite similar to commencement 2021. There was quite a bit of positive feedback regarding the 2021 celebration and the decision has been made to do a ceremony similar to 2021. This decision will help staff who are planning the event to make decisions regarding scheduling and timing. There are no guarantees regarding COVID protocols by June 2022.

Dr. Mohrbacher asked whether the trustees would like to sign up for shifts. The system worked well and the entire process took approximately 5 hours. The tentative plan is to start the ceremony at 10:00 am and end by 4:00 pm. This time frame would allow the stage rental company to come in and dismantle the set-up in a timely manner.

Commencement 2023 may look completely different. The feedback from 2021 was quite positive and shouldn't be ignored; what could the college change to incorporate some aspects of the new with aspects of the traditional?

Traditionally, the Exceptional Faculty and Outstanding Students are recognized at graduation as well as the Student President, Distinguished Alumni and the presentation of the graduates to the audience. Suggestions included a separate activity during graduation week. Trustees would like to see more faculty participation; perhaps categorizing graduates by sections would enable more faculty to partake.

Details will need to be worked out; the commencement team has been asked to provide a proposal to Dr. Mohrbacher for review.

Providing the opportunity to recognize graduates is important. This year's ceremony will be Friday, June 17, 2022 with details to be determined.

7. Old Business

Trustee Scholarship Fund

Christine Fossett, Associate Vice President of Advancement, reminded the trustees that at the January 13, 2022 board meeting the trustees reviewed the Memorandum of Understanding (MOU) for the Board of Trustees Scholarship Endowment document amended September 11, 2014. The trustees provided some suggested new criteria and wording for the document. Christine responded with the proposed language changes on January 14, 2022.

Christine noted that the removal of restrictive criteria would allow the Foundation to award to students who may need funding but do not have the qualifications for those scholarships that have specific requirements. There were some corrections made to minor grammatical errors.

It was MOVED BY Mark Scheibmeir THAT THE BOARD APPROVE THE REVISED AND AMENDED BOARD OF TRUSTEES MEMORANDUM OF UNDERSTANDING (MOU) SCHOLARSHIP ENDOWMENT DOCUMENT. THE MOTION CARRIED UNANIMOUSLY.

Teacher Education and Family Development Center

Dr. Leslie Fountain Williams provided a handout of the Pear, Plum and King Street layout. The facility accommodates three units - Teacher Education and Family Development, Facilities and Operations, and the Child Care Center.

The Foundation recently purchased 415 King Street and the college is preparing to purchase a second property for the center. The college has received a verbal commitment and expects a written commitment from the seller within the next month.

The pre-design phase is expected to be finished in April; the next step will be the Office of Financial Management (OFM) approval. After this phase, the college can hire an architect and move into Design Phase.

Field Design

Dr. Leslie Fountain Williams provided a handout of the Multi-Purpose Sports Complex.

The college is ready to go to bid on the re-route of the sewer lines. The Department of Enterprise Systems (DES) will receive the low bidder information, execute the contract, and issue the notice to proceed.

The college has been informed by DES that the bids are coming in quite high; over 70% higher than expected. Contractors may be concerned with inflation and supply chain issues and the college needs to consider this information.

The initial project budget is 3.5 million dollars and high bids could increase the cost up to 6 million. The expectation is that actual costs will not be inflated, but the students need to be apprised of the situation.

The pre-bid conference is scheduled for Wednesday, February 23, 2022.

8. Policy Governance

Policy Updates

Dr. Mohrbacher reported the following policies were reviewed and updated at the February 2, 2022 Institutional Effectiveness meeting. Dr. Mohrbacher noted that the 2.521 Telework policy generated quite a bit of interest and classified staff requested a demand to bargain regarding this policy. The Campus Security Authority policy was needed to comply with Title IX requirements. The Flexible Schedule policy was deleted; the language was incorporated into Flexible Hours.

The policies below were approved:

- 1.040 – Change of Name/Address
- 1.200 - Official Duty Station
- 2.520 - Flexible Hours
- 2.521 – Telework
- 4.005 – Academic Standards
- 4.131 - Waitlist
- 1.xxx – Campus Security Authority

The policy below was deleted:

- 2.335 – Flexible Schedule

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 sixty minutes. At 6:00 pm board members moved into executive session for the purpose of reviewing the performance of public employees and for consultation with legal counsel regarding current or potential litigation. The board reconvened into open session at 7:30 pm.

10. Action from Executive Session

There was no action from Executive Session.

12. Comments

Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, March 10, 2022 via WebEx and Hanson boardrooms.

Adjournment

The meeting adjourned at 7:35 p.m.

APPROVED:

Doris Wood-Brumsickle, Board Chair

Dr. Bob Mohrbacher, Board Secretary