

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

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

**Study Session/Regular Meeting  
November 10, 2021  
3:00 P.M.**

**MINUTES**

- **Study Session**

Guided Pathways Fall 2021

Dr. Joyce Hammer introduced Brian Rauscher and Teri Adams, co-chairs of the Guided Pathways Committee.

Brian and Teri provided a PowerPoint presentation to aid in illustrating the benefits of the Guided Pathways model. Brian stated the goal of the Guided Pathways program is a system that advances racial, social, and economic justice by achieving equitable student access, economic progress, and educational and career attainment. Education can transform lives and Guided Pathways is a structure that can provide students an opportunity to reach their individual goals.

Brian provided a list of Areas of Study, (meta-majors) and noted that all degrees, certificates, and programs are assigned to career-oriented clusters.

- Arts, Humanities, and Communication
- Business
- Education
- Exploratory
- Healthcare
- Science, Engineering and Math
- Social Sciences and Human Services
- Technology, Trades and Manufacturing

Brian provided new student enrollment data by area of study for fall 2021, an example of how Smarter Measure assists with the new student advising assessment, and explained how the new assessment tool EAB Navigate will work.

EAB Navigate is slated to launch in winter quarter 2022. It will provide an early alert system, text message capability, integrated case management and record keeping, online appointment scheduling, and a mobile application for students.

Teri explained that three sub-committees were identified within the Guided Pathways Committee that will be working on:

- Educational Planning and Scheduling
- Case Management and Advising Redesign
- Onboarding and Intake

Each of these sub-committees cross over and are important. The subcommittees are reviewing the available data and existing material in an effort to improve the student experience. An example is the Office Administration program, where different pathways are offered under the Office Administration umbrella.

The Advising redesign will take some time to redo; it is an extensive project that will not be done in a year. There are issues that arise that may have been overlooked; there may be instances that were not considered when originally reviewing the process.

A review of the onboarding and intake processes is also in order. The subcommittee reviewing this process is reviewing the intake process from the moment the potential student arrives on campus to the first day of the second quarter. The subcommittee is also reviewing how the college can attract potential students to campus and once the student is here, how to assist the student as they are guided through the educational system.

Brian and Teri thanked the trustees for the opportunity to present the Guided Pathways update and closed by stating that they are working with the Director of College Relations, Amanda Haines, on a faculty and staff directory. It is hopeful that a directory will also be helpful with getting students connected.

### **1. Call to Order**

Board Chair Doris Wood-Brumsickle called the meeting to order at 4:08 p.m.

### **2. Roll Call**

Board members present:

Doris Wood-Brumsickle

Debbie Campbell

Court Stanley (joined via WebEx at 4:54 p.m.)

Pretrina Mullins

Mark Scheibmeir

### **3. Motion to Amend the Agenda**

It was MOVED BY PRETRINA MULLINS THAT THE AGENDA BE AMENDED TO ADD AN ADDITIONAL ITEM UNDER “NEW BUSINESS” – THE APPOINTMENT OF A HEARING OFFICER AS DESCRIBED UNDER ARTICLE XVI, SECTION 5 OF THE FACULTY NEGOTIATED AGREEMENT. THE MOTION CARRIED UNANIMOUSLY.

### **4. Introductions/Presentations:**

Doris Wood-Brumsickle, Board Chair, introduced Emmy Kreilkamp, Drama Professor. Emmy introduced two actors, Hayden Bigelow and D. Douglas Lukascik, presenting Act 1, Scene 2 of Anthony Clarvoe’s *The Living*. Emmy thanked everyone for the opportunity to perform and encouraged everyone to attend the production, either in-person or via the streaming option.

Dr. Mohrbacher presented Emmy with a plaque in recognition of her receiving the 2020 Exceptional Faculty Award.

Doris Wood-Brumsickle, Board Chair, introduced Crystal Wright, Transforming Lives nominee. Crystal thanked the trustees for the nomination and provided a brief

description of how attending Centralia College has helped her on her educational journey. Crystal credited Blazer Central for supplying the help and assistance she needed. Crystal thanked the trustees for the nomination and stated it was an honor to be chosen as the Transforming Lives nominee.

### **Open Forum**

No one requested to speak in open forum.

## **REGULAR AGENDA**

### **Adoption of Minutes:**

It was MOVED BY DEBBIE CAMPBELL THAT THE BOARD APPROVE THE REGULAR MINUTES OF October 14, 2021 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

## **Trustee Reports**

### Trustee Activities

Mark Scheibmeir reported all of the trustees attended the Foundation Gala on Saturday, November 6<sup>th</sup>. The trustees reported they enjoyed the evening and were also pleased to speak with former trustees who were in attendance.

### WA-ACT

Doris Wood-Brumsickle announced that the fall November 19, 2021 Conference will be virtual and will be from 8:15 a.m. until noon. The first item on the agenda is the presentation of awards and faculty member Emily Hammargren, Garrett Heyns, will be awarded Faculty Member of the Year.

Kim Tanaka, ACT Trustees Association Director, will be bringing the plaque to Centralia College on Monday, November 15<sup>th</sup>. The trustees will recognize Emily at the January 13, 2022 board meeting.

The Legislative Conference has been postponed until December.

### ACCT

The ACCT 2022 National Legislative Summit is February 6 - 9, 2022. It will be held in Washington DC at the Washington Marriott Marquis Hotel. The early bird registration is December 15, 2021. If any of the trustees are interested in attending, please contact the President's Office.

### CC Foundation

Doris Wood-Brumsickle deferred her foundation report to Christine Fossett, Associate Vice President of Advancement. The foundation activities will be announced later in the meeting.

## **President's Report**

Dr. Mohrbacher provided a PowerPoint presentation on enrollment dating back to numbers from 1986.

Enrollments increased at the college consistently from 1990 until 2009 where the college experienced a record high number in head count and in 2010, a record number of Full Time Equivalents (FTEs) were recorded.

Dr. Mohrbacher expressed the view that 2009 is as much an anomaly as the current low enrollment is now. Normal enrollment is most likely somewhere in-between the high and low enrollments.

The State Board for Community and Technical Colleges (SBCTC) was going to review the allocation formula this year but decided to postpone the review for two years. The target doesn't really change much when every other college's enrollment is also down; the college is much more affected by the lack of tuition.

The other issue is current staffing levels; the levels are similar to the peak enrollment years of 2009 – 2010. If the enrollment numbers don't recover, then the college will need to look at attrition and other ways to reduce budget.

High school enrollments are expected to rise moderately for the next few years and then plateau so no enrollment increase from high schools is expected. The current trend suggests high school graduates are choosing not to attend college.

Dr. Mohrbacher reported on different efforts being made to appeal to new student markets:

- The Bachelor of Applied Science Behavioral Health program
- The Construction Trades Apprenticeship Preparation (CTAP) program in the summer of 2022
- Increased high school outreach
- Statewide marketing campaign should help boost enrollments
- Welcome Center concept where students go to a central place for information

However, there were over a million less Free Application for Federal Student Aid (FAFSAs) forms filled out last year nationwide.

Dr. Cox added that the state funded Bilingual Multicultural Outreach Specialist would supply support, retention, and connection for the Latinx communities and could have significant impact. The Student Success Plan is doing innovative things and adhering to best practices; these efforts should also eventually pay off.

Dr. Cox also added that the Washington State Achievement Council, (WSAC) invited college administrators to a panel yesterday where several school districts were present. The meeting focused on regional partnerships, increasing enrollment, increasing completion rates, and closing equity gaps.

Dr. Mohrbacher reported the nursing accreditation visit went well. Centralia College has an excellent nursing program. The nursing faculty were instrumental in the success of the visit and the program received both national and regional accreditation.

Dr. Mohrbacher participated in the Lewis County Economic Alliance bus tour. Several businesses were toured and the Alliance would like to provide this service more than once or twice a year.

The community college system is experiencing some turnover of presidential staff; seven to nine of the college presidents are retiring or vacating their positions this year.

## **SAALT**

Marisol Vargas, Student Advocacy Activities Leadership Team (SAALT) President, reported the SAALT team has been up to many things. Marisol listed the recent activities:

- Hosted a virtual cooking class on October 29; 13 students attended. Several students were unable to attend but still made the featured dinner.
- Held a virtual Hallovingo on October 27; 13 students attended.
- Erin Baker was the featured speaker for Real Talk on October 13. She spoke on neurodiversity and several campus staff attended this virtual event.
- The Food Pantry had 31 visits during October. The pantry receives quite a few donations from community members and staff and is currently well stocked.
- Friday, November 12, the students will be celebrating World Kindness Day in TAC; the students have made buttons for the day celebrating kindness.
- The students continue to post Sticky notes on restroom mirrors to spread positivity.
- There will be “Late Night in the Library” from November 29 to December 2<sup>nd</sup> from 5 to 9 pm with quiet study spaces, group study spaces, and pre-packaged healthy snacks!
- The students are hopeful to be starting a reading series next year.

## **Faculty**

Nothing further added to the report.

## **Classified**

Nothing further added to the report.

## **Instruction**

Dr. Joyce Hammer, Vice President Instruction, provided a hard copy of the Chemical Hygiene Handbook for review, updated and assembled by Renae Z’berg, Instruction and Classroom Support Tech 3. Dr. Hammer commended Renae for her efforts on keeping the science labs and campus safe.

Dr. Hammer reported that the college hired a Technical Director, Marcus Bingham, who will be joining the college in a couple weeks. He hails from Wenatchee and has experience with theater programs and sound systems.

Monday, November 15, Centralia College is hosting the Joint Transfer Council (JTC). The JTC is a statewide committee that works to improve and advance student transfer in Washington. Members are comprised of vice-president level staff from both two- and four-year colleges.

Dr. Hammer reported she has been working with Dr. Leslie Fountain Williams regarding IT needs/updates in the classrooms.

## **Public Information Office**

Nothing further added to the report.

## **Human Resources**

Dr. Erica Holmes, Vice President of Human Resources and Equity, reported this month there is an extended section in the HR report on equity, diversity, and inclusion (EDI) initiatives from across campus. The format will continue to be revised until the optimum delivery of the information is in place.

Work is continuing on the telework policy. HR has received feedback from Institutional Effectiveness members and work has begun on incorporating the feedback and editing the policy. The policy and the implementation procedures should be in place by the end of the year or early January 2022.

## **Student Services**

Dr. Robert Cox, Vice President Student Services, reported workshops are back in the local area high schools to inform students and parents about Financial Aid (FA) services offered at the college. There was good turnout at the Chehalis School District last week.

There was an article in the local newspaper from a student regarding the Centralia College Financial Aid Department. If the student can be identified, the issue(s) is evaluated. Students face complications with transfers from other institutions, missed deadlines, and other factors. Student Services does look into the reasons why the student is frustrated and puts forth effort to rectify the situation.

Dr. Mohrbacher added the college's response would be to highlight the number of scholarships the college offers, the fact that the college does not have student loans, and other resources the college provides.

Dr. Cox further added that with the ctcLink conversion, the FA department experienced logistical problems and processing was a bit delayed. There is also some personal accountability for the student as well.

Dr. Cox reported that of the in-person students attending classes on campus that 74.8% have fulfilled their vaccination or exemption attestation requirement.

Dr. Cox encouraged the trustees to attend the last home volleyball game; if the trustees want to walk over after the board meeting, the athletes would appreciate your support.

## **Administrative Services**

Dr. Leslie Fountain Williams, Vice President Finances and Administration, reported during the month of October the campus experienced a real fire alarm in Washington Hall (WAH). Faculty, staff, and students responded appropriately.

The next day, October 18, the campus participated in The Great Shake Out; an international effort to increase awareness and preparation for earthquakes. The real life experience the day before had staff sufficiently prepared and ready for the drill!

## **Foundation**

Christine Fossett, Associate Vice President of Advancement, thanked everyone for their support of the gala. Christine noted that many factors make the annual event a success - the donations, attendance, support, decorations, and student athletes all contribute to the overall success of the event.

Christine announced that the second round of scholarships are now open from November 1 through the 21<sup>st</sup>. Please let any potential students know about the scholarships and that they are for winter and spring quarters.

Christine explained that the Raise the Paddle funds are dedicated to funding some of the needs/equipment for the future athletic field. There were some software issues that prevented a more competitive bidding process to occur; the Foundation is continuing to plan for improvements to the software and a successful Gala 2022.

## **5. New Business**

### **Board Goals Recap**

Dr. Mohrbacher provided the board goals that were discussed and determined at the October 8, 2019 board meeting:

- Increase the college wide capacity to use data in order to impact student success, retention, and completion.
- Use a data driven approach to close equity gaps in student enrollment, retention, and completion by implementing targeted strategies with specific cohorts of students.
- Develop an implementation plan for Guided Pathways that is tailored to Centralia College in order to increase completion rates and empower students to develop detailed education and career plans.

Dr. Mohrbacher stated that these goals continue to be worked on. The first goal needs an Institutional Researcher and the hiring process is underway for that position. Today's study session demonstrated that the implementation phase of the Guided Pathways program has been laid out.

Dr. Mohrbacher reviewed the boards' goals in 2020. The goals were tactical and operational; the college needed to deal with the pandemic and the upcoming launch of the ctcLink software system. In 2021, the trustees suggested linking budget planning to mission and goals. Dr. Mohrbacher asked the trustees if a specific board goal statement should be developed that describes how the college links budget to mission.

Dr. Mohrbacher requested a few ideas on how to generate a statement that would link the goals together and determine how meeting the goal can be demonstrated. A statement could be presented at the December meeting for trustee approval.

Dr. Mohrbacher stated that demonstrating the linking of the budget to the college mission can be done in the annual monitoring report. This goal is broad and can be reviewed in the spring. The trustees may decide to add a benchmark stating that a certain percentage of the budget is spent on mission goals. Redirecting some of the budget funds to items the trustees deem as more crucial is in the trustee purview.

Dr. Mohrbacher provided an example of a decision that was made regarding a program that was tangential to the college mission. The Teens Entering Education Now (TEEN) program was closed to redirect funds to different budget priorities more central to the college mission.

### Hearing Officer

Dr. Erica Holmes, Vice President of Human Resources and Equity, reported the college is working with Matthew Barber, Assistant Attorney General, to identify a Hearings Officer.

Matthew Barber reported that according to the Collective Bargaining Agreement (CBA), Article 16, Section 5, the president is to notify the college when the college receives a hearing request and appoint an impartial hearings officer. The college will contract with the Office of Administrative Hearings who would assign an Administrative Law Judge to act as the Hearing Officer in any faculty dismissal hearings. The board may delegate the authority to negotiate the contract to President Mohrbacher.

It was MOVED BY MARK SCHEIBMEIR THAT DR. MOHRBACHER BE THE DELEGATED AUTHORITY TO CONTRACT AN ADMINISTRATIVE LAW JUDGE TO ACT AS THE HEARING OFFICER IN ANY FACULTY DISMISSAL HEARINGS. THE MOTION CARRIED UNANIMOUSLY.

Dr. Mohrbacher stated that the trustees will be notified when the hearings officer has been hired. Currently, there is only one dismissal hearing in the queue.

## **7. Old Business**

### Field Design

Mark Scheibmeir reiterated the importance of a public facility that meets the criteria of being aesthetically pleasing and complementing the surrounding neighborhood with an end result of a facility that everyone is proud of. Mark asked what the trustees' responsibility or oversight is required in this process; what type of response is expected from the board level.

Dr. Mohrbacher stated that it is important that the multi-purpose athletic field remain on the agenda. Dr. Cox added that the field committee will meet again; discussions regarding field improvements, equipment and aesthetics are far from over.

Mark Scheibmeir voiced concerns over what he deemed as a lack of funding with no evidence of additional funding to complete the project.

Christine Fossett reported that enough money was generated from the gala to cover the public announcement (PA) system and the bleachers. If other equipment is needed then the Foundation will raise money for it. The fencing that surrounds the field is included in the project. Christine noted that by late January or February, the athletic field committee will have a better idea of what is needed for the aesthetics.

Leslie Fountain Williams added that most of the athletic field project is funded; it is only the aesthetic aspect that isn't budgeted.

Dr. Mohrbacher stated that in addition to the Foundation being able to fund more, the students can vote to continue to dedicate the student use fee longer.



## Tenure Process Overview

Doris Wood-Brumsickle provided a hard copy of the PowerPoint presentation presented by Dr. Joyce Hammer, Vice President of Instruction, at the October 14, 2021 board meeting.

Doris requested further clarification or explanation of some of the bullet points listed in the presentation.

One of the concerns was the statement that tenure “Can be extended one, two, or three quarters (not summer) with a professional improvement plan.” Dr. Hammer explained that the tenure committee provides the improvement plan listing specific items that need to be addressed. Dr. Hammer and the committee chair could facilitate the improvement plan if necessary.

Dr. Hammer explained that tenure committee training is being offered to committee chairs and deans. The union wants to ensure that members who serve on a tenure committee have the experience necessary if a challenge or situation arises. However, there is no guarantee that a committee will provide a professional improvement plan to the probationer but the committee will be advised prior to a recommendation and know the importance of this option. Dr. Hammer noted that in the orientation meetings, the tenure committees are provided information that will assist with meeting the criteria of a tenure committee expectation – complete and thorough minutes and correctly documenting the tenure process.

Dr. Hammer reported that tenure committees are not successful with recruiting students to serve on tenure committees.

Dr. Hammer stressed that the tenure packets will be different:

- A supervisory evaluation will be added that reviews the strengths of the probationer as well as suggestions and opportunities for improvements.
- The minutes will be complete.
- The supervisor’s recommendations will be included.
- There will be a clear communication/memo from the VPI.
- The probationer will have read the summary and recommendation from the VPI.

The trustees requested that the VPI provide a recommendation either in support or not in support of awarding tenure.

Dr. Hammer noted that if the qualifications to become a tenured faculty member are not met that the supervisor and the committee will need to provide a recommendation one way or the other.

Doris Wood-Brumsickle thanked Dr. Hammer for providing clarification. Trained committee members and controlling the tenure processes should help make the process as clear-cut as possible.

Mark Scheibmeir suggested that prior to reviewing tenure packets, that the trustees be advised if there are any issues with any probationary faculty member.

Dan Taylor, Interim Arts and Sciences Dean, said that prior to a review, that if there are issues, the committee tries to have that delicate discussion with the probationer.

The faculty union will provide oversight on committee selection. If there are any problems within the committee, the committee can request a replacement of any member who is not involved and committed to the process.

## **8. Policy Governance**

### Policy Updates

Dr. Mohrbacher reported that the Institutional Effectiveness Committee had their meeting Wednesday, November 3, 2021. The committee was informed that the Data and File Sharing with Centralia College Foundation policy was adopted by the Board of Trustees at the October 14, 2021 board meeting and will be added to the policy manual as a board policy.

## **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 thirty-five minutes. At 6:10 pm board members moved into executive session for the purpose of consultation with legal counsel regarding actual agency litigation and to discuss the sale or acquisition of real estate. The board reconvened into open session at 6:45 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, December 9, 2021 via WebEx and Hanson boardrooms.

### **Adjournment**

The meeting adjourned at 6:48 p.m.

### **APPROVED:**

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*Doris Wood-Brumsickle, Board Chair*

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*Dr. Bob Mohrbacher, Board Secretary*