

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

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

**Study Session/Regular Meeting
September 9, 2021
3:00 P.M.**

MINUTES

- **Study Session**

Implementation of Vaccine Requirements

Dr. Mohrbacher updated the trustees on the recent changes to the state laws and how administration is implementing the new state laws. The statewide mask order 20-03.4 requires wearing a mask indoors at all times. If an employee is alone in their office the mask may be removed; if employees are in a small group where everyone is vaccinated, the mask may be removed. However, generally speaking, the requirement is to wear the mask, all the time. An outdoor event also requires participants to wear masks.

The vaccine proclamation 21-14.1 applies to employees working in state agencies. Employees are required to be vaccinated or have a religious or medical exemption by October 18, 2021. This proclamation requires the Human Resources (HR) office to review an employee's vaccination card and enter the information in ctcLink. HR will also record all the exemptions and accommodations. The HR office will be contacting employees to confirm their submissions – either medical documentation or religious accommodation – and the confirmation will then be sent to the employee.

Dr. Mohrbacher explained that a request for a medical exemption is determined by a doctor and the employee is responsible for providing the documentation to HR. HR answers any questions the employee may have.

Dave Stolier, Sr. Assistant Attorney General, cited the legal statement for religious exemptions: "So long as the belief is sincerely held and is religious in the plaintiff's scheme of things, the belief is religious regardless whether it is acceptable, logical, consistent, or comprehensible to others." Dave further explained that the belief should be sincerely held. An inquiry may be made, to a certain extent, but the next step is to determine if a reasonable accommodation can be made. This requires a review of an employee's job and what can be done to keep people safe. Dr. Mohrbacher added that in most cases, a reasonable accommodation is wearing a mask and social distancing. Instructors in front of a classroom will wear a mask regardless of vaccination status. The HR office is receiving requests for exemptions but the percentage of employees who are requesting is not yet known.

Dr. Mohrbacher further explained that the student's proclamation is different. Students are under the Higher Education proclamation 2012.5 which was revised August 27, 2021. The updated proclamation withdrew the personal or philosophical exemption, does not apply to online students, and requires the college to make an effort to verify student's status.

Dr. Robert Cox reported students who are enrolled in in-person classes must prove vaccination status, medical exemption, or religious exemption. Students claiming a medical exemption must provide a form from their doctor.

Dr. Cox provided a brief review of the numbers of students who are term activated in ctcLink (this means that the students can register). Of those 10,000 students, approximately 1,400 have registered for classes. Of those 1,400 students, less than 400 have registered for online classes. Most students are taking a combination of in-person and online classes or all in-person classes. Approximately 400 students have submitted their attestation or submitted their exemption.

Any student not attesting or submitting exemptions by the October 18 deadline will have a hold put on their account preventing them from registering for subsequent quarters. The \$100 incentive for providing vaccination status information expires on October 18, 2021.

Dr. Cox added that the Admissions Office is updating the admissions process to include the mandatory vaccination requirement.

Dr. Mohrbacher reported that the Classified Staff Union negotiated a Memo of Understanding (MOU) regarding the proclamation deadlines. All Washington Federation of State Employees (WFSE) get an extra leave day. Dr. Mohrbacher is reviewing the flexibility of the classified staff agreement; the union agreed to a few things to make the process easier. If eligible, some employees may take early leave or retire. If an employee asks for an exemption at the last minute, the employee can be put on temporary leave. Dr. Mohrbacher reiterated that the more we are able to work with employees (and their individual situations) to accommodate, the better.

Dr. Mohrbacher noted that there will be no public events until December 1, 2021. Facilities, Operations, and Maintenance (FOM) does not have the staff necessary to prepare for or clean up after an external event. There will be some college sponsored events where the guests will fall under the category of visitor and wear a mask and social distance. Volunteers who come to campus will need to have their vaccination status checked.

Dr. Cox provided an update to the Northwest Athletic Conference (NWAC) suggested guidelines. The NWAC Executive Board does not set the sports attendance rules because the schools belonging to the Conference all have vastly different requirements and the conference has left it up to each individual campus. Last year, home games admitted only local residents with masks and capacity was determined to allow for social distance. Athletic seasons are back on regular schedules and seasons.

Dr. Mohrbacher reported the State Board for Community and Technical Colleges (SBCTC) has enrollment records back to 1986. There is no fall quarter record that is lower than what the college is currently experiencing. The lowest has been 1,400 FTE; current enrollment is hovering around 1,000 FTEs. All of the other colleges are seeing similar declines of 3 to 10% from last fall quarter. Enrollment is low statewide; private universities seem to be faring the best. Running Start enrollment is also down.

Dr. Joyce Hammer stated the college tries to ensure service for online, face-to-face, and hybrid classes is available. The Instruction Office works to stay informed; monitoring wait lists and responding to student demand for classes.

Dr. Mohrbacher closed by stating that navigating the COVID waters has been stressful and tiring for faculty, staff, and students. Requirements and processes change

almost weekly and the college responds with processes that are simple and straight forward. It seems like this is all available time is spent on.

1. Call to Order

Board Chair Doris Wood-Brumsickle called the meeting to order at 4:02 p.m.

2. Roll Call

Board members present:

Doris Wood-Brumsickle

Debbie Campbell, Vice Chair via WebEx

Court Stanley

Stuart Halsan via WebEx

Mark Scheibmeir

3. Introductions/Presentations:

Dr. Leslie Fountain Williams introduced Kari Smith, Executive Assistant to the Vice President of Finance and Administration.

Shelley Bannish introduced the 2021-22 Student Advocacy Activities Leadership Team (SAALT): The members of the team are:

President- Marisol Vargas

Vice President – Ayden Ruminski

Coordinator of Executive Affairs – Dean Williams

Coordinator for Student Engagement – Madison Tibbets

Coordinator for Sustainability and Wellness - Lilly Durham

Coordinator of Publicity – Kollin Jurek

The members gave a brief summary of their proposed projects and events for the upcoming year. The Board welcomed the students to Centralia College.

Jake Fay introduced Monica Brummer as the Director of the Center of Excellence for Clean Energy. Monica thanked the trustees for their welcome and stated she is looking forward to her tenure as Director of the Center of Excellence for Clean Energy at Centralia College.

Doris Wood-Brumsickle thanked Stuart Halsan for his ten years of service as a trustee. The trustees appreciated the time he spent on the board and the leadership that Stuart has provided. Dr. Mohrbacher thanked him for his service and being a champion of the library and the arts.

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 June 10, 2021 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY COURT STANLEY THAT THE BOARD APPROVE THE BOARD RETREAT NOTES OF July 9, 2021 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Trustee Activities

Mark Scheibmeir reported that he has been approved for a second term as a trustee. He has been appointed from October 1, 2021 to September 30, 2026.

Court Stanley reported that he continues to work on the Workforce development of the forestry industry.

Debbie Campbell reported she represented the trustees and participated in the tour of the Southwest Washington Flexible Training Center (SWFT). Senator Braun and Representatives Abbarno and Orcutt toured the facility; it was good to hear their thoughts regarding the center.

Doris Wood-Brumsickle reported she participated in the ACT Education Committee where discussion focused on providing topics for seminars and conferences. The goal is to provide good agenda items and speaker for upcoming events.

WA-ACT

Doris Wood-Brumsickle announced that next Tuesday, September 14, 2021 is the ACT Trustee Tuesday Session. A discussion with SBCTC Chair, Jay Reich and SBCTC Executive Director, Jan Yoshiwara facilitated by Greg Dietzel, ACT President-Elect and Bellevue College Trustee about the plan to improve completion rates across-the-board for all students and to improve completion rates faster for students of color. The session will be via Zoom and begins at 8:00 a.m.

ACCT

Dr. Mohrbacher stated that the ACCT 2021 Leadership Congress is October 13 -16, 2021 in San Diego, CA at the Manchester Grand Hyatt Hotel. The theme for this year is *Advancing Diversity, Equity, & Inclusion*. No trustees are planning on attending this congress.

CC Foundation

Doris Wood-Brumsickle reported work has begun on the Capital Campaign. The Foundation Gala is scheduled for Saturday, November 6, 2021. The event starts at 5:00 p.m. with dinner at 6 p.m.

President's Report

Dr. Mohrbacher reported the newest trustee, Pretrina Mullins, will begin her service October 1, 2021. Ms. Mullins works as an academic counselor for the White Pass High School. She has 27 years of teaching experience, is a graduate of Centralia College, and has been a resident of Lewis County for 35 years. Ms. Mullins has a bachelor's degree in Education, master's degree from Pacific Lutheran University, a special education endorsement from Portland State University and a master's degree in Education Leadership from Seattle Pacific University. Ms. Mullins lives in Randle and is familiar with CC East; east county will have a representative. Dr. Mohrbacher will be meeting with Ms. Mullins soon to begin the orientation processes.

Monday, September 13, 2021 is the 2021-22 Kick Off celebration. This year, the event will be outside on the esplanade and will begin at 10:00 a.m. with a short program. The focus will be on getting the year started and recent retirements, recognitions, and awards will be announced. A representative from the Chehalis Tribe will be joining the event for a land acknowledgement. Dr. Mohrbacher requested all trustees gather up front to deliver their traditional welcome to the academic year. Lunch will be provided at noon, courtesy of the trustees.

Dr. Mohrbacher informed the trustees of several upcoming transitions. The ctclink Project Office is no longer necessary and will close by the end of fall quarter. Carrie Powell, ctclink Project Director, has moved to Albuquerque, NM but has agreed to provide additional support to the ctclink project through telework; she will be done at the end of fall quarter. Frances Mayfield has transferred into HR and has assumed the duties of PeopleSoft Business Analyst. Karie Jorgenson will be continuing part-time in the Instruction Office.

Gwen Nuss, our data analyst in the Institutional Research office, has moved to Virginia. Gwen has agreed to stay on indefinitely while the college posts the position for a Director of Institutional Research.

Sam Small has resigned as Information Technology Director.

Stuart Halsan's last meeting as a trustee is today.

This is the last official Centralia College Board of Trustees meeting for Dave Stolier, Assistant Attorney General (AAG) for the State of Washington. Dave has been the AAG for Centralia College since 1994. Dave remarked that the work with the college had been enjoyable and he was impressed with the staff, faculty, administrators and trustees. Matthew Barber will be replacing Dave; the trustees welcomed the new AAG to the college. The trustees thanked Dave Stolier for his 27 years of service to the college.

Dr. Mohrbacher reported he will be joining the Pacific Mountain Workforce Board and stated he is pleased to be able to serve on the board.

Dr. Mohrbacher noted he will be having minor surgery next week and will need to work from home for the next couple of weeks. The expectation is that he should be able to be back to work on Monday, Sept. 27th.

SAALT

Nothing further added to the report.

Faculty

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, reported Sharon Mitchler has stepped down from the union president position and he will be representing the faculty this year. This is Mark's very first board meeting and he stated that he appreciates this opportunity to be informed.

Mark reported there are three faculty members on the tenure track:

- Jeanene (Jenny) Bauska – Nursing
- Liselotte Thompson- BEdA (Cedar Creek Corrections Center)
- Meredith Tummeti- Library

Tenure committees are currently being formed for them.

Dr. Mohrbacher thanked Mark for serving the college and the faculty and expressed his appreciation to him.

Classified

Nothing further added to the report.

Instruction

Dr. Joyce Hammer, Vice President Instruction, reported the meetings with the Dept. of Natural Resources have been continuing. Discussion has been regarding the college's existing classes and programs that are available for students who want to go into the forestry workforce.

Dr. Hammer reported she worked with Mark Gorecki to format a Memo of Understanding (MOU) for the faculty. Faculty members may work from an off-campus location for up to 14 hours per week as long as that location is accessible to students and class instruction delivered per workload assignments.

Dr. Hammer reported work is also progressing on a nursing MOU; it should be finalized shortly.

Instruction is also going through a transition – Christian Bruhn, Dean of Arts and Sciences, will be assuming the role of Executive Director of United Way of Lewis County. Christian Bruhn thanked the board for his opportunity to serve at the college.

Dan Taylor will be our interim dean of Arts and Sciences and his experience, knowledge, and continuity is welcome.

Julie Nurse, Library Director, hosted a retreat for the Instruction deans; the focus was on student retention, new programs, and ways to increase enrollment.

Christian Bruhn, Dean Arts and Sciences, gave a brief report from his area. Christian reported Jody Peterson extended an invitation to correctional students to join Phi Theta Kappa and 26 students accepted her invite. Emmy Kreilkamp, Theater Director, held the Summer Theater Workshop and had 15 participants enrolled. The students wrote, rehearsed, and acted in their own play within their two-week class time frame.

Public Information Office

Amanda Haines, Director of Public Relations, reported college publications should be arriving in mailboxes throughout the college service area any day. The Blazer Bulletin is finished and it should be delivered soon. The college catalog was posted online August 31, 2021. The PIO Office is working on a new viewbook (promo book that goes out to high schools, school visits, college fairs). Amanda reported meeting with Enrollment Services to discuss new promotional materials for their upcoming outreach efforts.

The PIO Office is discussing a Centralia College corner in the local newspaper. It would be beneficial for the college to keep the college name in the news; there hasn't been any feedback yet from the Chronicle.

Human Resources

Dr. Erica Holmes, Vice President of Human Resources and Equity, reported the HR office is processing requests for exemptions and answering employees' questions regarding the governor's proclamation.

The HR Office has started a process this year to review all of the college departments. Disability Services was the first area to be reviewed; now it has been expanded to the Business Office.

A position with an Equity, Diversity and Inclusion (EDI) element has been posted. Please refer to Dr. Cox's report for details.

Dr. Holmes expressed her appreciation for being included in the *Power of the Purse* event. She said it was great to be out in the community for a special cause.

Student Services

Dr. Robert Cox, Vice President Student Services, reported the position in Student Services is a Bilingual Multicultural Outreach Specialist. This position is funded by the legislature and Latinx focused. This position would supply support, retention, and connection for the Latinx communities.

Enrollment Services and Blazer Central hosted a registration event. Approximately 40 students attended; the effort was targeted to students who had applied but had not registered for college.

The Multipurpose Sports Complex will break ground on the field in the spring. The project is almost all earth work; it makes sense to start the work during drier weather and be ready to start serving college sports teams next summer.

Mark Scheibmeir stated he would like to meet soon to discuss several aspects of the development of the athletic sports complex. The President's Office will arrange for a meeting with the trustees and college employees regarding the aesthetics, landscaping, functionality, and general appearance of the sports complex along Centralia College Boulevard.

Administrative Services

Dr. Leslie Fountain Williams, Vice President Finances and Administration, provided her first report to the board.

Dr. Fountain Williams reported the fiscal year 2020-21 closed on August 30, 2021. The year finished under budget; the college has a balance of approximately 2 million dollars. There was money left on the table because the college did not have the students; enrollment has a direct impact on how the college performs financially.

The Director of IT, Sam Small, resigned from his position Monday, September 6, 2021. Dr. Fountain Williams reported that she has taken steps to address the vacancy: 1) Met with the two direct reports to the Director of IT 2) Discussed the situation, developed a short-term plan, and addressed how the work is to be handled 3) Scheduled meetings with two potential interim IT directors. These efforts should provide sufficient time for a comprehensive IT position description to be written and recruitment efforts can begin immediately.

Responding to questions regarding enrollment numbers, Dr. Fountain Williams guaranteed the trustees that declining enrollment numbers are taken into consideration when developing the college budget. Dr. Mohrbacher added that while the tuition projection was definitely reduced, it may not have been reduced to the low number of enrollments the college is currently experiencing.

Dr. Fountain Williams reminded the trustees that there are stimulus funds to help the college with lost revenues; the issue is the next academic year when the college doesn't have those remedies in place.

Doris Wood-Brumsickle thanked Dr. Fountain Williams for attending *Power of the Purse* this summer.

Foundation

Christine Fossett, Foundation Executive Director, reported that Foundation assets have surpassed 25 million. Christine Fossett went on to highlight several brief newsworthy items:

- The Foundation Board has decided they will start work on a Capital Campaign.
- There have been several tours of the Southwest Washington Flexible Training (SWFT) Center as groups envision how to rent this “flexible” space.
- A presentation to the American Association of University Women (AAUW) went well; the members appreciated the college updates.
- Tyler Kaut, Foundation Specialist, has also been working half-time in his new job as Bachelor of Applied Sciences (BAS) Program Coordinator. He has been doing a stellar job in both positions as the search for his replacement continues.
- Kylea Johnson, Program Coordinator, is working with the athletic program on a software package that would help with online donations for athletics. Kylea developed a solution using an existing software program demonstrating good collaboration skills.
- Christine and Amanda Haines, Director of College Relations, are putting together a marketing campaign and reviewing the marketing needs of the college.

4. New Business

Board Chair

Doris Wood-Brumsickle stated that due to unforeseen circumstances, Debbie Campbell will not be able to fulfill her elected role as chair of the Board of Trustees. Doris expressed her willingness to continue on as board chair.

It was MOVED BY TRUSTEE MARK SCHEIBMEIR TO RETAIN DORIS WOOD-BRUMSICKLE FOR A SECOND YEAR IN THE CAPACITY OF CHAIR OF THE BOARD OF TRUSTEES FOR THE 2021-22 YEAR. THE MOTION PASSED UNANIMOUSLY.

Board Evaluation Summary

Doris Wood-Brumsickle briefly explained the board's self-evaluation from the July 8, 2021 board retreat. Doris Wood-Brumsickle used material from the trustee organization Association of Community College Trustees (ACCT) that would help trustees evaluate their effectiveness. The trustees discussed their responsibilities and identified some items and issues that need more work or progression.

It was MOVED BY MARK SCHEIBMEIR THAT THE BOARD APPROVE THE 2021-22 BOARD OF TRUSTEES SELF- EVALUATION. THE MOTION CARRIED UNANIMOUSLY.

President's Contract

Doris Wood-Brumsickle briefly explained the president's evaluation and review process during the July 8, 2021 board retreat. Trustees and the president received the evaluation materials prior to the retreat; the trustees provided the president their assessment and discussed issues with him.

It was MOVED BY DEBBIE CAMPBELL THAT THE BOARD ACCEPT THE EVALUATION OF THE PRESIDENT AND CONTINUE THE PRESIDENT'S CONTRACT FOR THE 2021-22 ACADEMIC YEAR. THE MOTION CARRIED UNANIMOUSLY.

November board meeting date change

Doris Wood-Brumsickle explained the scheduled November board meeting falls on Veteran's Day. The trustees decided to move the November meeting to Wednesday, November 10, 2021 to accommodate the holiday.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD MOVE THE NOVEMBER 11, 2021 BOARD MEETING TO WEDNESDAY, NOVEMBER 10, 2021. THE MOTION CARRIED UNANIMOUSLY.

7. Old Business

No old business at this time.

8. Policy Governance

Policy Updates

Dr. Mohrbacher reported that the Institutional Effectiveness Committee has not yet met; the first meeting of the year is Wednesday, October 6, 2021. The October board meeting will have policies regarding email acceptable use and other IT related policies. Dr. Mohrbacher added that recent questions regarding that topic are concerned with internet security. College policies need to be drafted regarding the sharing of foundation documents and establishing a firewall between college and foundation materials.

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 forty minutes. At 5:20 pm board members moved into executive session for the purpose of consultation with legal counsel regarding actual agency litigation and to review the performance of a public employee. The board reconvened into open session at 6:00 pm.

10. Action from Executive Session

There was no action from Executive Session.

12. Comments

Doris Wood-Brumsickle reminded the trustees that the annual trek to the Morton campus in April was cancelled and there was some thought that the trustees would meet in Morton in October. The trustees decided to visit the east end campus in April 2022.

Mark Scheibmeir stated that he has been the east county trustee liaison after Jim Lowery left the board. Mark would defer this responsibility to Pretrina Mullins, if she preferred.

Doris Wood Brumsickle requested a review of the recent updates to the tenure manual be on the October agenda. The topic may be a study session or New Business item.

Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, October 14, 2021 via WebEx and Hanson boardrooms.

Adjournment

The meeting adjourned at 6:02 p.m.

APPROVED:

Doris Wood-Brumsickle, Board Chair

Dr. Bob Mohrbacher, Board Secretary