

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

**Boardrooms - WebEx
Centralia College
Centralia, Washington**

**Study Session/Regular Meeting
September 8, 2022
3:00 P.M.**

MINUTES

• **Study Session**

Strategic Planning Focus Group

Fia Eliasson-Creek, Executive Director of Institutional Research and Planning, gave a PowerPoint presentation to the trustees to initiate a free-flowing conversation regarding strategic planning. The presentation provided a list of questions for the trustees to consider; the questions and the responses are listed below.

- What would you say the College should be most proud of?
 - Student Success
 - Facilities
 - Staff – they are friendly, helpful and do a good job helping the students who attend the college and reaching out to the community
 - Supportive learning environment for students
 - Continuity – the oldest, continuously operating community college in the State of Washington
 - Hub of Lewis County
- What are your hopes for College's future?
 - To see enrollments fully restored; possibly grow enrollments
 - Be responsive to changes – providing successful paths and developing programs for students
- What is the College not currently doing that you would like to see us do in the future?
 - Building on what is currently happening – the trades and professional programs could be improved
 - Expanding vocational opportunities
 - Increasing four-year programs/offerings
 - More outreach to the East End
 - Facilitate more programs in the high schools so students have more access to the college
 - Engaging our partners and expanding those opportunities
 - Enhance theater and music opportunities (e.g. – Lyceum)
 - Become as diverse and equitable as our community

- What do you see as the key strengths of the College?
 - Strong hires – they fit the position and work together well
 - Key support of the leaders in the county who support the college
 - Strong relationships with local area high schools
 - Centralized campus – attractive and well located
 - Campus longevity – 1925 start date with deep ties to the community
 - It is a “Badge of Honor” to serve as a trustee for this college

- What aspect(s) of the college do you feel we are most known for?
 - The college is locally well-known; most everyone has attended, knows someone who has attended or is going to attend
 - The college is an economical choice
 - BASM programs offer students the choice to remain in the community to finish their four-year degree
 - Running Start opportunities
 - Senior and continuing education courses attract students
 - Personal connections – it is easier to make a connection and make a difference in a smaller community
 - Strong Foundation and net worth
 - The four-year programs
 - The athletic programs

- What do you see as the key priorities the College should establish in its strategic plan?
 - Enrollments – getting students back to college who may have made other choices within the last two years
 - Having access to data –the information is necessary to determine whether the college is headed in the direction the trustees want it to go
 - Retaining excellent staff– ensuring that CC remains a great place to work
 - Be relevant. Provide classes that students want.
 - Implement the justice, equity, diversity, and inclusion goals more thoroughly into the college environment
 - Utilize the facilities to provide a path for students (e.g. – the Southwest Washington Flexible Training Center)
 - Outreach – to schools, community

- What do you think the College can do to close equity gaps and increase degree/certificate completion?
 - Culture of care on a professional level
 - Respect people regardless of their background
 - Provide a sense of belonging regardless of background
 - Equity and equality are not the same; achieved through perseverance
 - Provide adequate housing access for students
 - Provide a visible beacon to the available services for students; something potential students can realize that they can utilize as well
 - Equitable access for all students

- Align the budget to strategies and identify high impact tactics to target students who are at risk
- Provide support for the Guided Pathways initiative
- Continue with the summer courses that were offered this year with Elementary and Secondary School Emergency Relief (ESSER) funds
- What are some areas that you feel could be strengths with some modifications?
 - The athletic programs. It is interesting to theorize what would happen if the teams were more successful
 - The Teacher Education and Family Development program. The new building may be a draw and attract attention to this program.
 - Advertising – it could be more and it could be better
 - International outreach
- If we had unlimited resources, what would you like to see the college do?
 - Provide more resources to East County
 - Make a concerted effort to fill all our positions and provide attractive salaries
 - State-of-the-art science labs
 - State-of-the-art technology
 - Provide computers for every student when enrolling
 - Provide books for every student when enrolling.

Fia closed by thanking the trustees for providing input regarding the questions that were asked of them. The presentation will help with decisions regarding the Strategic Planning that the college is about to undertake; planning ahead for the next five years and visioning for the future will be a top priority for the 2022-23 academic year.

1. Call to Order

Board Chair Court Stanley called the meeting to order at 4:02 p.m.

2. Roll Call

Board members present:

Court Stanley
 Pretrina Mullins
 Mark Scheibmeir
 Annalee Tobey
 Doris Wood-Brumsickle

3. Motion to Amend the Agenda

It was MOVED BY COURT STANLEY THAT THE AGENDA BE AMENDED TO REMOVE LIMITATION OF LIABILITY FROM NEW BUSINESS. THIS TOPIC WILL BE DISCUSSED IN EXECUTIVE SESSION. THE MOTION CARRIED UNANIMOUSLY.

4. Introductions/Presentations:

2022-23 Student Advocacy Activities Leadership Team (SAALT)

- Kollin Jurek – President
- Malan Flygare – Vice President
- Ruby Johnson – Executive Affairs Coordinator
- Jaysen Miles – Student Engagement Coordinator
- Aleena Hurd – Social Media Coordinator
- Ja’Nya Banks – Inclusion, Diversity, Equity & Accessibility (IDEA) Coordinator

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

Leslie Fountain Williams, Vice President of Finance & Administration, introduced members of her team:

Tariq Qureshi – Director of Budget, Grants, and Contracts
Nikki Sprague – Director of Fiscal and Business Services
Rick Perkins – Director of Maintenance and Construction
Casey Schmidt – Chief Technology Officer
Zachary Queen – Interim Bookstore Manager
Amanda Witt – Director of Central Services.

Connie Smejkal, Dean of Instructional Services, introduced Betsy Lazo, interim Dean of Instruction, Industrial and Healthcare.

Connie Smejkal, Dean of Instruction, introduced Tim Wright, Dean of Instruction, Arts and Sciences.

Dr. Bob Mohrbacher introduced Joy Anglesey, Vice President of Human Resources and Equity.

Bob Peters introduced head coach Susan Gordan and members of the women’s 2022 volleyball team. Susan invited board members to attend the next home game on Friday, September 23, 2022. The women will be playing Lower Columbia College.

Bob Peters introduced head coach Clarence Gunderson and members of the women’s 2022 soccer team. Clarence invited board members to attend the next home game Wednesday, September 21 at 7:00 pm at Tiger Stadium. The women will be playing Highline College.

Open Forum

Jim Sherrill, representing the Capitol Land Trust Fellowship program (CLTF), requested to speak in open forum.

Jim explained the Capitol Land Trust Fellowship is a board fellow program and has been operating for several years. Their goal is to find a student who is interested in conservation, public service, or non-profit and provide the student with an opportunity to learn what land trusts are about. This program helps the CLTF meet their mission.

The CLTF mission is focused on education and getting the community involved; it is not concerned with the taking or preservation of land. The student intern position would provide the student with a voting membership on the board of directors at the CLTF.

Jim asked the trustees to support this board fellow program and assist in promoting this intern position to a student who meets the above criteria.

It was MOVED BY Mark Scheibmeir TO SUPPORT AND PROMOTE THE CAPITOL LAND TRUST FELLOWSHIP PROGRAM AND ENCOURAGE ANY STUDENTS WHO ARE INTERESTED IN CONSERVATION TO CONSIDER PARTICIPATING IN THE CAPITOL LAND TRUST PROGRAM. THE MOTION CARRIED UNANIMOUSLY.

REGULAR AGENDA

Adoption of Minutes:

It was MOVED BY Doris Wood-Brumsickle THAT THE BOARD APPROVE THE REGULAR MINUTES OF JUNE 9, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

It was MOVED BY Doris Wood-Brumsickle THAT THE BOARD APPROVE THE MINUTES OF THE SPECIAL MEETING OF JULY 14, 2022 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Trustee Reports

Petrina Mullins reported she has been busy with the start of school; her responsibilities include readying the Running Start students to attend the college Running Start program.

Mark Scheibmeir reported that he and Annalee Tobey will be attending the ACCT Leadership Congress in New York City, New York on October 26 – 29, 2022.

Annalee Tobey reported she met with Annie Oien (Foundation) in regards to community outreach/partnership opportunities with Experience Chehalis.

Annalee attended:

- The State Public Speaking Championship on July 23, 2022

- Running Start Orientation on August 16, 2022
- Visited the SWW Fair college exhibit and purchased raffle tickets from the CC Women' Soccer Team.

WA-ACT

Doris Wood-Brumsickle reported the Education Committee will meet Wednesday, September 14, 2022 from 11:00 a.m. to noon. Pat Shuman is the president elect; she is a member of the Tacoma CC Board of Trustees.

Trustee Tuesday will be September 13, 2022 from 8:00 to 9:00 a.m. The speaker will be Paul Francis, new Executive Director of the State Board for Community and Technical Colleges. Paul will discuss his view of the Washington Community and Technical College (CTC) system, the changes and challenges the colleges are facing, and some of the things he'd like to work on. There will be time for questions and answers after his presentation. The meeting will be via Zoom.

ACCT

The 2022 ACCT Leadership Congress will be in New York City from October 26 through the 29, 2022.

CC Foundation

No update provided.

President's Report

Dr. Mohrbacher reported the governor will be rescinding the emergency proclamations by October 31, 2022. Eliminating those requirements simplifies the college's responsibilities as well as what is required of students.

Enrollment is trending upward. The college's state Full Time Equivalent (FTE) numbers are up by 10% for summer, in part because of the Elementary and Secondary School Emergency Relief Funds (ESSER) and the summer Running Start program. The ESSER funding needed to be expended by July 31, 2022 and may not be available next summer. The funds provided a boon to summer enrollments.

Fall Running Start numbers are comparable to fall 2021. Other colleges are also starting to see an upward trend; however, other college numbers are remaining flat.

The college lost 42% of its enrollment over the past eleven years. There was a slow decline from 2010 through 2019. Approximately 15% of the decline was prior to the pandemic; 30% during the pandemic. There is no prediction on how to return to normal enrollments or determine what normal enrollments are. The condition is statewide and not limited to Centralia College.

Dr. Mohrbacher reported that Fia Eliasson-Creek received a request from Western Nevada College (WNC). They want to know how Centralia College increased the graduation rate by 10% since 2016. Centralia is unable to answer the question specifically; several strategies have been used to increase retention and completion but making the correlation between that and the graduation rate is difficult. As part of the accreditation process, colleges regularly identify peer institutions in state and out-of-state and Western Nevada identified Centralia College as one of their peers.

Dr. Mohrbacher reported that he has received emails from the Washington State Federation of Employees (WFSE) group. WFSE is currently in negotiations; Centralia College supports their aspirations and hopes that the negotiations are successful. Dr. Mohrbacher does not respond to any of those emails; the Governor's Office bargains on the college's behalf with WFSE and a direct response could lead to unfair bargaining practices.

The legislative agenda is forming itself; most of the agenda will be based on compensation. The colleges want to ensure employees receive their Cost-of-Living Adjustments (COLAs) and also a substantial amount on top of the COLA. The legislators are very aware of the inflation climate and the effect on employees everywhere.

Carrie Powell, former ctcLink Project Director continues to represent the college at the state level with the ctcLink project. Carrie has also absorbed other various duties and earned the title of Director of Organizational Development as the college emerges from the pandemic. Carrie will be involved in a number of different campus projects; Strategic Planning will be one of them.

Dr. Mohrbacher spoke with Ambar Algera from the Boards and Commissions Office regarding an extension to the trustee appointment for Doris Wood-Brumsickle. Doris will continue through this academic year and will finish her service to the college on September 30, 2023.

SAALT

Kollin Jurek, Student Advocacy Activities Leadership Team (SAALT) President, provided his report in Introductions/Presentations.

Faculty

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, reported that instructors are glad to be back on campus. Faculty members are serving on committees, advising, and preparing to teach their classes. Nine new faculty members will be joining the college this fall.

Classified

No additional items reported.

Instruction

Connie Smejkal, Dean of Instruction, for Dr. Joyce Hammer, Vice President Instruction, reported there are several changes to some positions; for example, Betsy Lazo is currently serving as interim Dean of Instruction, Industrial and Healthcare.

Connie commended Casey Schmidt and his IT team; they have kept the college running through ransomware and progress has been made.

Mark Scheibmeir thanked Janet Reaume for the improved area reports; he expressed appreciation for the reduction of bullet points and acronyms and enjoys the new narrative format.

Public Information Office

No additional items reported.

Human Resources

Joy Anglesey, Vice President of Human Resources and Equity, gave a brief recap to the June, July, and August hiring and other events from the HR Office.

John Boesenberg, Human Resources and Equity consultant, reported there were some Equity, Diversity, Inclusion (EDI) reports due to the State Board; the HR Office submitted those reports and made those deadlines. The EDI reports are “works in progress” and will become more fully developed as more stakeholders get involved. This project will gain momentum when faculty and staff return to campus in the fall.

Doris Wood-Brumsickle thanked John for his service to the college as interim Vice President of HR. His professional and knowledgeable service to the college was welcomed. John, in turn, thanked the trustees for the opportunity and felt welcomed and appreciated.

Student Services

Dr. Robert Cox, Vice President Student Services, reported enrollment is up for fall and thanked the faculty and staff who were willing to come in on their unscheduled time to serve the students.

Dr. Cox reported that the women’s basketball coach resigned two months after last year’s season and no players had been recruited for the 2022-23 season. The decision has been made to suspend Women’s Basketball for the current year. Tiffany Twiddy, Women’s Basketball Head Coach, has been hired and she will be recruiting for 2023-24 basketball season. The women’s team usually earns a spot at the NWAC tournament almost every year; it is unfortunate that it will not happen this year. The Northwest Athletic Conference (NWAC) will most likely fine the college; that issue has yet to be resolved.

Dr. Cox reported the college will be out of compliance with Title IX requirements if we add a Men’s Soccer team without adding more women’s sports. Plan A is to start a Women’s Bowling team. Four schools will need to commit to meet NWAC requirements; adding this sport should address any Title IX requirements. Plan B would be to launch other programs such as tennis, cross country, or long distance running.

The college is in the process of hiring a men’s soccer coach; that team will launch next academic year.

The Student Government has funded Corn Hole this year. The boards sport Blazer Bill and look great.

Administrative Services

Dr. Leslie Fountain Williams, Vice President of Finances and Administration, reported she has her first year at the college behind her and it was an educational experience.

Dr. Fountain Williams reported she has experienced inclement weather, flooding, ransomware, power outages, COVID and a bomb threat.

Dr. Fountain Williams stated the Finance & Administration team is refocusing on how to work. The area is challenged by the part-time hourly rule, retirements, and difficulty in recruitment.

The team held a retreat this summer. The facilitator had the VPFA team focus on what their roles are as managers and leaders within the college. That exercise was effective at breaking down silos within the VPFA team.

The summer VPFA newsletter was published in August; it will be available on a quarterly basis.

Facilities is involved with Safety & Security across the campus. Currently, several administrators are participating in the Incident Command Training system.

The campus grounds have improved; there has been some challenges with staffing but those concerns have been addressed.

The current focus is preparing for September 19, 2022 – the first day of fall quarter. Students and faculty should be welcomed to a campus environment that is conducive to learning.

Foundation

Dr. Mohrbacher for Christine Fossett, Associate Vice President of Advancement, reported Collegiate Housing International (CHI) met their goals and they are working with Security State Bank to use local contractors. CHI continues to work with the City of Centralia and plan to open the housing facility for fall 2023. Originally, CHI was planning on 88 beds; CHI has decided to add an annex (or separate building) on CC Blvd and Ash. The final number of beds available would be 112.

It seems unlikely that the college will be able to sell the Silver Street apartments to CHI; the college will be meeting with the Department of Enterprise Services (DES) to determine whether the college can lease to them.

Charlie Albright will be performing in late November; the information regarding the date will be out later. Charlie plans to add some Christmas music to his repertoire as well.

The Foundation received a \$25,000 Coordinated Care Grant to benefit health care students through scholarships and emergency scholarships. The Foundation is now working on how to award the grant money to provide support to students in those programs.

5. New Business

Board evaluation summary

John Boesenberg, VP of Human Resources & Equity consultant, explained that the Board of Trustees participated in a board evaluation and president evaluation at the July 14, 2022 board retreat. At the conclusion, a letter was drafted summarizing the evaluations and identifying areas within the board, the president, and the college to focus on this upcoming academic year.

All trustees received a copy of the letter at the end of July and have reviewed it. The trustees and the president will meet in Executive Session to discuss.

6. Executive Session

Under RCW 42.30.110, the board may hold an executive session for the purpose of reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation. At 5:30 pm board members moved into executive session for the purpose of reviewing the performance of a public employee. The executive session is expected to last approximately ten minutes. The board reconvened into open session at 5:40 pm.

7. Action from Executive Session

Board Evaluation Summary

Doris Wood-Brumsickle briefly explained the board's self-evaluation from the July 14, 2022 board retreat.

It was MOVED BY MARK SCHEIBMEIR THAT THE BOARD APPROVE THE 2022-23 BOARD OF TRUSTEES SELF- EVALUATION. THE MOTION CARRIED UNANIMOUSLY.

President's Contract

John Boesenberg briefly explained the president's evaluation and review process during the July 14, 2022 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 DORIS WOOD-BRUMSICKLE THAT THE BOARD ACCEPT THE EVALUATION OF THE PRESIDENT AS A RESULT OF THAT SESSION, MOVE TO EXTEND THE PRESIDENT'S EMPLOYMENT CONTRACT FOR THE ACADEMIC YEARS 2022-25 AND INCREASE HIS SALARY 3.25% EFFECTIVE JULY 1, 2022, AS AUTHORIZED AND FUNDED BY THE STATE LEGISLATURE FOR STATE EMPLOYEES. THE MOTION CARRIED UNANIMOUSLY.

Strategic Planning

Fia Eliasson-Creek updated the trustees on what activities she has planned for fall quarter. There are five main activities:

- Convene a Strategic Planning Steering Committee
- Create a Strategic Planning website and internal SharePoint website (to share information)
- Schedule focus group with students, staff, and faculty, including listening sessions
- Forums with community and stakeholders (requesting trustee inclusion – to schedule and possibly host forums)
- Administer the Campus Climate Survey

Fia went on to further describe the five activities. The steering committee will include those employees who are either appointed or volunteered. The committee will provide

oversight and identify guiding principles and review planning assumptions. Members will also work as liaisons for different employee groups on campus to keep people updated, provide input, and provide perspective in terms of the planning elements. Members will review and analyze data; review priorities, and work with the campus to develop priorities.

The website will be an important communication element. It will be used to share information such as planning activities, updates throughout the process, and to provide opportunities for people to supply feedback. The internal SharePoint site will be a repository for documents as the process evolves.

Input will be sought from students; this is important. The committee will need to determine dates and groups for student groups; employee input will be generated at the Fall Conference.

Forums will need to be scheduled with the trustees, business partners, and K12 representatives. What do they see as the role of Centralia College in the community? How can Centralia College support the community?

The Campus Climate Survey is required by Senate Bill 5227. The goal of the survey is to understand the current state of equity, diversity and inclusion on campus. The college has contracted with Sound Rocket who will administer the survey. The survey will be given in both English and Spanish and have it done by early October. The results should be quick and can be included in the environmental scan.

In winter quarter, the feedback will be summarized and the Strategic Planning Steering Committee will begin to strategize. The committee will look at priorities, collected information, and begin building strategies.

Dr. Mohrbacher asked the trustees if there are any populations groups that they would like to solicit information from. Fia and Dr. Mohrbacher will send a request to the trustees for their input.

8. Old Business

Teacher Education and Family Development Center

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

Property acquisitions are being finalized. 407 King Street is in the purchasing process, the college owns 411 King Street and the Foundation owns 415 King Street.

Rick Perkins, Director of Maintenance and Construction, reported the stakeholders will be meeting next week to determine design selection.

Dr. Mohrbacher noted that the previous four projects were done working with MSGS Architects; they were not selected for this project.

Field Design

Dr. Leslie Fountain Williams reported that the field construction is going well. Completion is scheduled for the end of October. The last soccer game of the season is October 29th; perhaps the women's team will be able to play on the new field.

Rick Perkins added that currently the posts are going in for both lighting and netting. The electrical conduit will be finished this week. Artificial turf should arrive the week of September 19, 2022.

9. Policy Governance

Policy Updates

Dr. Mohrbacher reported the Institutional Effectiveness Committee does not meet until Wednesday, October 5, 2022. There are currently no policies to review.

10. 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 6:00 pm board members moved into executive session for the purpose of reviewing the performance of a public employee and consulting with legal counsel regarding potential agency litigation. The executive session is expected to last approximately twenty minutes. The board reconvened into open session at 6:20 pm.

11. 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 on Thursday, October 13, 2022 at the White Pass Country Museum, 12990 US Hwy 12, Packwood, WA.

Adjournment

The meeting adjourned at 6:25 p.m.

APPROVED:

Court Stanley, Board Chair

Dr. Bob Mohrbacher, Board Secretary