

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

**Hanson Boardrooms
Centralia College Boardrooms
Centralia, Washington**

**Study Session/Regular Meeting
December 14, 2023
3:00 P.M.**

MINUTES

- **Study Session**

Running Start

Darcell Scott, Director of Student Success and Retention, gave a PowerPoint presentation on Running Start and provided the trustees with numbers, data, and information on the program.

Carmen VanTuyl, Brian Rauscher, Andrea Seabert, and Kelly Simmons-Jones make up the counseling team for Running Start students along with Paulette Crane, who helps with the local area schools. Centralia College serves 43 schools; some enroll two or three students and others have over 70 students enrolled at the college.

This year the college enrolled 532 students; a significant increase in numbers from previous years. Running Start students must meet certain requirements and place into English 101 or Writing 105. Sometimes, the team will work with a conditionally accepted student and pair the student with the support services they may need.

Orientations are held prior to enrolling in Running Start. The orientations provide parents the information they need. Parents are informed about fees, waivers, and what might be expected when their student enrolls in Running Start classes at the college; it is a different experience than high school.

Recently, college staff met and spoke with high school counselors to discuss concerns and challenges that are encountered from both sides. Opportunities are reviewed as well as what works and what doesn't and exploring better ways to retain and notify high schools if there are issues.

One of the challenges a Running Start student may encounter is the possibility that the Running Start student will be excluded from their high school's commencement ceremony due to high school requirements. The students want to graduate with their friends but are not allowed.

Carmen VanTuyl, Faculty Counselor, explained that if a student chooses a different path, such as welding, they may forfeit their ability to participate in the high school graduation because the welding degree path does not align with high school class requirements. A Running Start student who chooses an Associates in Arts (AA) degree will not have this issue as the AA lends itself to high school requirements. Currently, there are no high schools in the college service area that allow a student to participate if the high school requirements are not met.

Dr. Cox noted that the Running Start program attracts high achieving students therefore taking them out of the school district.

Pretrina Mullins added that high schools are presented with a dilemma when their Running Start students fail. There are challenges for high schools and the counselors to

monitor the success of Running Start students. Running Start students are encouraged to waive the FERPA rules so that parents can be kept informed of their students' progress.

Darcell thanked the trustees for the opportunity to present his perspective on the Running Start program.

Financial Aid, aka The Big Onion

Tracy Dahl, Director of Financial Aid, gave a PowerPoint presentation on Financial Aid. Tracy likened the financial aid process to an onion, where there are layers of processing in the ctcLink environment.

Tracy provided information regarding the simplification of the Free Application for Federal Student Aid (FAFSA) form. Community members may ask the trustees about the changes to the FAFSA as well as changes to financial aid and this will hopefully help answer those questions.

The Department of Education is working on significant changes that will impact the college in the 2024-25 year.

A student must now have a Student Aid Account (user identification) to fill out a FAFSA. This information includes the student's name, date of birth, social security number, and other identifying information. Parents (contributors) need to have an account as well.

The FAFSA form is delayed too. The form was traditionally available October 1st, but will not be offered until December 31, 2023. This puts students approximately four months behind in the application process and makes it challenging for schools to provide timely information to students.

College Financial Aid information nights were delayed until November. New terminology was introduced and definitions were changed. A Parent Wizard will help students determine who is their contributor.

The FAFSA now asks for the contributor's consent to access their IRS information and incorporate it into the FAFSA. If the contributor declines, the FAFSA will not process the application and the student will not be eligible for federal financial aid.

Household size can be manually adjusted ensuring all family members are accounted for. Corrections to the application cannot be made until January 31, 2024. The college and schools will not receive the information until the end of January; this will affect decisions on where the student may want to attend.

Dr. Mohrbacher added that private colleges may be adversely affected.

Tracy added the Department of Education has provided several training opportunities for the new FAFSA. The college's public facing website posts information for students. Financial Aid is hosting three information nights on campus from 3:00 to 6:00 p.m. and opening the informative nights to the community.

Tracy thanked the trustees for the opportunity to explain the simplification process and cautioned that there isn't really anything that is simple. Anytime there are issues or questions, please contact the Financial Aid office.

1. Call to Order

Board Chair Court Stanley called the meeting to order at 4:10 p.m.

2. Roll Call

Board members present:

Court Stanley
Pretrina Mullins
Annalee Tobey
Mark Scheibmeir
Chris Thomas

3. Introductions/Presentations:

Shelley Bannish, Director of Student Life and Involvement, introduced Brent Shepherd – Navigator/eSports Coordinator, who introduced Charlie Stanfield, known in gaming circles as Charlie D.

Charlie D competes in Super Smash Bros. This fall he played in the top tournaments hosted by the National Junior College Athletics Association Esports (NJCAAe). Charlie D won the National Championship on December 5th. In the national post-season, Charlie won every game except one. Charlie D played Smash Bros Ultimate against a player from Laredo College and avenged his only loss of the entire season.

Brent added that Charlie D hopes to retain his crown this spring. Charlie D added that he plays a character named NESS.

Open Forum

No one requested to speak in open forum.

4. CONSENT AGENDA

Adoption of Minutes:

It was MOVED BY Annalee Tobey THAT THE BOARD APPROVE THE REGULAR MINUTES OF November 9, 2023 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Policy Governance

Policy Updates

Dr. Mohrbacher reported Institutional Effectiveness (IE) reviewed and revised a long list of policies at the December 6, 2023 IE meeting. The 1.351 - Technology Acceptable Use Policy took some effort to develop before it was approved.

Six additional policies were placed under review: 1.133 Access to Campus Facilities, 1.134 Fire Safety Education for Student Residential Housing, and 1.175 Lost and Found, 1.185 Mobile Device, 4.XXX Academic Standards for Awarding Degrees and 4.122 Missing Students.

Dr. Mohrbacher thanked Casey Schmidt for his effort on the technology acceptable use policy; this policy has needed updating for some time.

5. Trustee Reports

Chris Thomas attended the new trustee orientation on November 16 and the ACT Fall Conference on the 17th. Chris reported that the meeting provided him with an opportunity to meet other trustees from across the state and learn several tips on how to be a good trustee.

Chris met the members of the Centralia College Corn Hole team at the regional tournament at the Sports Hub. He has been trying to support a home basketball game but has been unable to attend.

On a community level, Chris participated in distributing Black Friday bags with the Chamber and a Corn Hole fund raising tournament at Pope's Place.

Pretrina Mullins attended a Running Start Steering Committee on December 6, 2023 where she heard ideas and concerns from counselors as they work to support and advocate for Running Start students. The college provided ideas they want to implement to support the counselors; hopefully better communication and connections with students and the college will improve Running Start processes.

The college's Mobile Lab is currently at the White Pass High School. Pretrina sent several pictures to the President's Office; perhaps Janet Reaume will share them on SharePoint or other social media. Pretrina reported that the students enjoyed the simulations and requested the college provide curriculums and expand vocational opportunities for rural students.

Pretrina attended the Trustees of Color Affinity Group meeting virtually on December 8, 2023. There was discussion regarding equity, diversity, and inclusion (EDI) and how trustees continue to focus on the needs in those areas.

Mark Scheibmeir joined Chris Thomas and Dr. Mohrbacher at the ACT Fall Conference on Friday, November 17, 2023.

Mark was unable to attend any of the tremendous opportunities to engage in musical performances this past month.

Annalee Tobey commended the Diesel Club for participating in the Chehalis Santa Parade and the Lighted Tractor Parade in Centralia this past weekend.

Annalee attended the first annual tree lighting at the Centralia College Bookstore. It was a fun event.

Annalee reported the college is considered when discussion turns to opportunities for development of services and programs as tourism continues to develop.

Court Stanley mentioned he had attended the Bioeconomy Conference a few weeks ago where a draft report was presented citing the merits of Lewis County and how it meets the requirements for a bioeconomy biodiesel hub. Lewis County is listed as a double A site; this may be enticing for clean energy businesses wanting to come in.

WA-ACT

The Washington State Association of College Trustees will be continuing Trustee Tuesdays. The first meeting will take place on January 23, 2024 and will focus on what trustees need to know to advocate for the community college system during the 2024 Legislative Session. The meeting will also provide details on the January 25 CTC Hill Climb Day and the ACCT National Legislative Summit in Washington, DC, on February 4 – 7, 2024. A Zoom link will be provided for trustees to register.

ACCT

No report given.

CC Foundation

Pretrina Mullins, Foundation liaison, reported Foundation members will be meeting on Wednesday, December 20, 2023.

6. President's Report

Dr. Mohrbacher reported the governor has released his budget but he has not had an opportunity to review the document in detail. Climate curriculum work is continuing; that is good as Centralia College has several faculty members involved with this.

The college will be required to comply with the Clean Buildings Act and may need to retrofit a couple buildings and measure energy use and emissions. Some costs will be associated with this task; hopefully there will be some funding for this project.

The ctclink improvement plan is beginning. The State Board for Community and Technical Colleges (SBCTC) is working on training improvements, communications, and common business processes. If a common business process can be identified across the colleges, the colleges may be able to reduce processing steps and automate the process within the ctclink software. Currently, very little of this is happening; the colleges must first agree on the processes and then agree on the most optimal way of getting it done.

Choi Halladay, Deputy Executive Director, is shifting his work duties to retired vice presidents, for example, Steve Ward, in an effort to lead the work on training and streamlining ctclink processes. Centralia College has escaped some of the problems that other colleges have experienced but not all of Centralia's processes are finished.

Six staff members participated in the Regional Economic Expo at Great Wolf Lodge on December 7, 2023 where the college was promoted and brochures were distributed. Five of the local area tribes gave presentations on what they are doing; all of the presentations were very different from each other.

Administrators will be attending the Guided Pathways Executive Retreat in Bellingham at the end of January. SBCTC has invited all of the presidents and vice presidents to attend the retreat to review data and discuss next steps. The colleges need to provide results from the Guided Pathways effort and currently, those results have not

been clearly defined. The colleges can determine the work that has been done but there is no clear measurement on what effect Guided Pathways has had on students.

7. SAALT

No further report was provided.

8. Faculty

No further report was provided.

9. Classified

No further report was provided.

10. Instruction

Connie Smejkal, Interim Vice President of Instruction, attended the Green Hill graduation December 6, 2023. Joe Burr, Associate Professor, organized the event, and eight students graduated with their AA degrees. The commencement ceremony was held in the new recreation facility at Green Hill. Connie encouraged the trustees to attend a graduation if they have the chance.

Betsy Lazo, Dean of Career and Technical Education, reported Dr. Elizabeth (Liz) Paulino has accepted the position of Associate Dean of Bachelor's Programs. She will begin employment December 18, 2023. Dr. Paulino is coming to Centralia College from Yakima Valley College where she was the Director of the Bachelor of Applied Science, Teacher Education. Dr. Paulino will be introduced at the January meeting. This provides the opportunity for all career and technical education and business classes to be together and one employee who will focus on the Bachelor of Applied Science programs.

Jenny Bauska, Nursing Program Director, announced there will be a ribbon cutting ceremony on Thursday, January 11, 2024 from 4:00 to 6:00 pm in Walton Science Center, Room 202.

The nursing program was fortunate enough to acquire a pediatric mannequin; he is approximately six or seven years old. The program currently does not have a newborn simulator; the baby simulator in use is similar to a two-year-old. At the ribbon cutting ceremony, Hal will ask for a baby sister for his birthday. Hal will celebrate his construction date (birthday) in March and will ask the Foundation and donors for a Super Tory mannequin; a more realistic newborn complete with mannequin upgrades. The adoption fee for Super Tory is approximately \$60,000.00.

Additionally, the Washington State Department of Health has approved the expansion of the nursing program. A third cohort will be admitted in April. Approval from the nursing accreditation organization should be in February.

Tim Wright, Dean of Arts & Sciences, commended the musical events/performances that were held at the end of November and December. All of the events were held in Corbet Theater, they were free, and they were fantastic.

11. Human Resources & Equity

Joy Anglesey, Vice President of Human Resources and Equity, reported turnover numbers may look high but they include retirements and anticipated turnover. The college has a low and acceptable turnover rate.

The employee engagement survey demonstrates positives, neutrals, and detractors. As the neutrals move into the positives, college engagement seems to be improving.

Joy attended a webinar on the rise of anti-Semitic and anti-Muslimism sentiment. This attitude is pervasive throughout the United States.

Thalia Vaillancourt, Director of Equity, Diversity, and Inclusion (EDI), is developing trainings, teachings, and incorporating EDI vernacular into conversations.

HR won the holiday door decorating contest this year. Joy invited the trustees to walk down the hall after the meeting and enjoy the creativity that the entire Hanson building demonstrated.

12. Student Services

Dr. Robert Cox, Vice President of Student Services, had four additional items to report.

There has been a Covid vaccination requirement in the nursing program that hindered unvaccinated nursing students' ability to finish the program. An exemption process is now in place for students who are not vaccinated; the new cohorts will allow those students to be eligible for the program.

Dr. Cox commended Tracy Dahl, Financial Aid Director, for retaining all the employees within the department. Several of Dr. Cox's peers at other colleges report that their financial aid departments were decimated due to ctLink.

Dr. Mohrbacher and Dr. Cox attended a meeting with community and Fortescue leaders to discuss the hydrogen plant and were provided an informative handout in question-and-answer formatting.

Centralia College was provided funding for a community-based organization to assist with improving FAFSA completions. The college is working with Centralia High School using innovative ideas which should have significant impact.

Fia Eliasson-Creek added that fall quarter enrollment is 11% ahead of where enrollment was fall. The start of winter quarter is still 20 days away and Running Start is 21% higher than last winter at this date. Overall, state enrollment is 23% ahead.

13. Administrative Services

Tariq Qureshi, Vice President of Finance and Administration, reported his team held their Thanksgiving potluck with good attendance.

Tariq attended the Business Affairs Conference (BAC) last week. The topic was the ctLink improvements and what to expect as processes change. There was a presentation from the Washington State Auditor's Office and they educated BAC about accountability audits, financial audits, and loss reporting requirements.

There is increased foot traffic in auxiliary services and sales are up.

Nikki Sprague, Cliff Frederickson and Bill Storms have been developing college Tableau dashboards. There have been a few presentations to campus committees and

Tableau will be presented to the board members at the February 2024 study session. The big difference is the budget will change from static to real time reporting.

The facilities staff has been busy preparing for the possibility of flooding; hopefully there will not be any flooding to the campus this year.

Information Technology Services (ITS) will be transitioning the campus to a new college phone system in January 2024. ITS will also be initiating multifactor authentication (MFA) for students in the near future.

14. Foundation

Christine Fossett, Associate Vice President of Advancement, invited the trustees to the Foundation Board meeting on December 20, 2023. Foundation members are looking forward to interacting with the college trustees.

The batting cages will soon be breaking ground. The contractor is prepping the gravel and readying the frames for the pour. This project is slated to be completed by the third week of February.

At the Foundation Executive meeting the members approved additional funding for the Silver Street apartments interior renovations.

The billboard in Chehalis is updated quarterly; look for it when you drive through Chehalis. The Foundation has received good news coverage lately; there are articles in Business to Business and The Chronicle.

Lowell Woods, Centralia College alumnus, passed away recently; he had been ill for quite some time. He helped with fund raising for Capital Campaigns and the college.

Dr. Mohrbacher added that the fencing needs to go up around the Silver Street apartments; there has been an ongoing situation trying to keep people out. People need to get back in and living there again.

15. New Business

Policies, Regulations, and Finances Review (PRFR) Report – Fia Eliasson-Creek
Fia Eliasson-Creek, Executive Director of Institutional Research and Accreditation Liaison, provided a brief overview of the report.

Accreditation is important to both the college and students; it is needed to ensure quality of education, provides the basis for federal funding, the ability to award student financial aid, and ensures the transferability of credits.

Centralia College is accredited by the Northwest Commission on Colleges and Universities (NWCCU), a non-profit organization that oversees accreditation in seven states and 164 institutions.

Since the Mission Fulfillment report in 2018, the standards and process have changed. Centralia College will submit the Policies, Regulations, and Finances Review (PRFR) report March 1, 2024. This report focuses on only one of the two accreditation standards.

This report focuses on college resources and how the college supports students. The report will cover:

2.A Governance

2.B Academic Freedom

- 2.C Policies and Procedures
- 2.D Institutional Integrity
- 2.E Financial Resources
- 2.F Human Resources
- 2.G Student Support Resources
- 2.H Library and Information Resources
- 2.I Physical and Technology Infrastructure

Approximately 33 employees met to review the different elements that comprise the standard. These 33 employees are considered experts in their area. The group reviewed:

- 1) What the element is requesting
- 2) Determine if the college is compliant with the element
- 3) Is the college doing what it is supposed to do
- 4) What evidence is in place to support the report
- 5) Can the college support the element

If the college is determined to not be in compliance, then the issue needs to be addressed. The college must provide a plan and identify evidence that will support what has been reported.

Fia expects the campus experts to submit their information by January 19, 2024. Time is needed to ensure the report is written in one voice and allow Amanda Haines, Public Information Officer, sufficient margin to make it into a professional report.

The report will then be submitted to NWCCU. The commission will convene a panel off site who will review the report and provide feedback to the commission. The commission will inform the college on whether the report was approved or if there are any recommendations.

This is year six and is in preparation for year seven – 2025. Once this is submitted, work will begin on year seven.

Dr. Mohrbacher added that the report will review whether the college has a clear, well-established system of governance. Is it clear who has what authority? Are things clearly outlined in the college policy manual? Is it clear what responsibilities belong to the college and the SBCTC?

There is currently one remaining recommendation from the 2018 accreditation report that the college must report on next year, and that deals with learning assessment. Dr. Mohrbacher predicted that the evaluators will likely note that we have made good process in creating a new process for assessment, but may continue the recommendation due to the fact that there may not be enough data generated from the new process in time to satisfy the timeline of the next comprehensive report.

Fia attended the NWCCU conference in November and the theme this year was about disruptive innovation for student success. There is a huge shift towards outcomes.

Dr. Mohrbacher added that years ago accreditors wanted to know how many books are in the library; now it is about how does the library help students learn.

Fia stated it is all about examining ourselves and how the college meets its mission.

16. Old Business

Strategic Planning

Fia Eliasson-Creek, Executive Director of Institutional Research, reported work has begun on the three themes and seven goals. Six work groups comprised of 41 people will meet to begin the implementation phase. Fia wanted broad campus representation as well, so several employees are involved in the process. Some of the groups have met and some will meet in January 2024.

The goal is to have objectives and measures in place by the end of winter quarter so that the work can be divided and the different areas can develop strategies to meet the objectives and strategic goals.

Dr. Mohrbacher and Fia met to discuss the difference between a goal and objective, how to think about an objective in the terms of being a measurement, and what are the expectations on where this will end. Some of the metrics may be numerical and some may be qualitative in nature.

Dr. Mohrbacher added that the conversation dovetails nicely with what we are trying to accomplish by solving the right problem before a decision is made on what the strategy is.

Teacher Education and Family Development Center

Tariq Qureshi reported that the final meeting with the architect will be Wednesday, January 3, 2024 to review the latest information on the project. Then it will be a “wait and see.”

Bellingham Technical College had to evacuate one of the major buildings on their campus because it is structurally unsound. Their \$19 million request to the Capital Projects list in the Legislative Decision Package for the upcoming supplemental session may push funding for Centralia College’s Teacher Education and Family Development Center farther down the funding list; however, there are no other viable options for addressing the emergency situation at Bellingham Tech.

Centralia could be the last funded in 2025 or the first in 2027. Both Lower Columbia College and Columbia Basin colleges have submitted their projects to the supplemental budget; if those don’t get approved in the supplemental, Centralia will be funded in 2027.

17. 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 or to review professional negotiations. At 5:33 pm board members moved into executive session for the purpose of consulting with legal counsel regarding actual or potential agency litigation, and to consider the sale and acquisition of real estate. The executive session is expected to last approximately twenty-five minutes. No action will be taken after the executive session. The board reconvened into open session at 6:00 pm.

18. Action from Executive Session

There was no action from executive session.

19. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, January 11, 2024 via WebEx and Centralia College Boardrooms, Centralia, WA.

20. Comments

Chris Thomas requested fellow trustees to attend the ribbon cutting for the nursing program and possibly delay the 4:00 p.m. start to the board meeting. Dr. Mohrbacher said that the meeting could start at 4:30 so the trustees could attend the ribbon cutting ceremony. A notice will be posted on the boardroom doors stating the formal portion of the board meeting will start at 4:30 p.m. The President’s Office will send out a reminder prior to the January 11, 2024 board meeting.

Adjournment

The meeting adjourned at 6:05 p.m.

APPROVED:

Court Stanley, Board Chair

Dr. Bob Mohrbacher, Board Secretary