

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

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

**Study Session/Regular Meeting
June 13, 2024
3:00 P.M.**

MINUTES

- **Study Session**

Fiscal Year 2025 Budget – Tariq Qureshi

Tariq Qureshi, Vice President of Finance and Administration, gave a PowerPoint presentation on the fiscal year 2024-25 budget projection.

Tariq explained that the enrollment projections are continuing to increase and it is hopeful the college enrollment returns to pre-pandemic levels within the next year.

He explained the State Board for Community and Technical Colleges (SBCTC) Enrollment Allocation and the District Enrollment Allocation Base (DEAB) calculation and how those impact college funding. Currently, all of the colleges in the system are below their target number.

The outlooks for FY24 are:

- Increased SBCTC Allocations by 10%
 - Allocation Base – Increase by 4%
 - Safe Harbor – Increase by 20%
 - Provisos and Earmarks – Increase by 18%
- Tuition Increase 3%
- Running Start increase by 24%

Tariq provided a peer institutions comparison on Running Start Full Time Equivalent (FTEs):

- Centralia, Grays Harbor, and Peninsula Colleges mimic each other in the graph; only Lower Columbia seems to be leveling out

Tariq provided an update to the Centralia College FY24 reserves fund and the FY24 total reserve balance.

In summary, the FY23 ended with good results. The expenses were less than budgeted and enrollment started to increase post pandemic.

In FY24, enrollment continues to increase, Running Start is increasing much faster in Centralia than at peer institutions, and reserve balances remain strong. In FY25, the forecast is for enrollment and Running Start numbers to continue to increase, the operating budget will increase by 10%, and the state allocation will increase by 10%.

Tariq provided a quote from *The Chronicle of Higher Education* for colleges to “think financially” and thanked everyone for the opportunity to present the budget information.

1. Call to Order

Board Chair Court Stanley called the meeting to order at 4:00 p.m.

2. Roll Call

Board members present:

- Court Stanley
- Pretrina Mullins
- Annalee Tobey
- Mark Scheibmeir
- Chris Thomas

3. Introductions/Presentations:

Dr. Mohrbacher introduced the Phi Theta Kappa (PTK) All-Washington Academic Team member:

- Maya Hankins

Dr. Mohrbacher recognized Maya for being a member of the All-Washington Academic Team and also for being the number one scholar in the state of Washington.

Dr. Mohrbacher recognized Sheila Johnson. Sheila is the Phi Theta Kappa (PTK) advisor and provides the PTK students support.

Dr. Mohrbacher introduced Jenny Bauska, Nursing Director. Jenny invited the trustees to attend the Nurse’s Pinning Ceremony. The ceremony is on June 22, 2024 in Corbet Theater at 2:00 p.m.

Open Forum

No one requested to speak in open forum.

4. CONSENT AGENDA

Adoption of Minutes:

It was MOVED BY Pretrina Mullins THAT THE BOARD APPROVE THE REGULAR MINUTES OF May 9, 2024 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Policy Governance

Policy Updates

Dr. Mohrbacher reported Institutional Effectiveness (IE) passed three policies on their second reading at their June 5, 2024 meeting. 1.055 Commercial Activities, 1.295 SEPA, 1.355 Telephone Use. Five policies came under review as first reading; they will not be discussed until the October 2, 2024 IE meeting.

Dr. Mohrbacher surmised that the entire policy manual will have been reviewed and updated by the end of fall quarter.

Dr. Mohrbacher added that the policies are available on the college website usually within a week after passage at IE. [Centralia College Policies](#)

5. Trustee Reports

Annalee Tobey reported she attended the play *Next to Normal*. The play topic was weighty but the actors gave an amazing performance.

Annalee's daughter is graduating from high school and Centralia College with her Associate in Arts degree. Annalee commended the college for the opportunity her daughter had via Running Start.

Annalee visited the Friday Farmers Market on campus. Annalee appreciates that the college has an opportunity to serve the community and the opportunity for community members to visit the campus.

Annalee participated in the Centennial Planning meeting on May 21. There were several good ideas brought up and discussed at the meeting.

Annalee awarded the Centralia College Foundation scholarship at the Awards Night last week in Adna.

Mark Scheibmeir attended the play *Next to Normal* and agreed that the subject was difficult but the actors gave an extraordinary performance.

Mark attended Foundation Night with the Jazz Band on June 5, 2024. This performance was just plain fun!

Mark attended Trustee Tuesday on June 11, 2024. The topic focused on the model that is used to allocate state appropriation to each college. The presentation provided trustees an opportunity to gain greater understanding of the process being followed, foundational/guiding principles, and the scope of the review. Mark was pleased the State Board for Community and Technical Colleges has hired former Centralia College vice president Steve Ward for this specific project.

At the Foundation meeting yesterday evening, Mark listened to various board members who had presented scholarships to students at the different area high schools. The members enjoy the opportunity to award scholarships. Mark commended the Foundation for providing the opportunity to deserving students.

Mark is planning to attend the Veterans Cording Ceremony tonight at 6:00 p.m. Mark has provided trustee representation these past few years at the event.

Pretrina Mullins attended the play *Next to Normal* with her family. They all enjoyed the production.

Pretrina attended the Foundation meeting in May. There was quite a bit of discussion regarding fundraising for the various projects and an update on the renovations to the Silver Street apartments.

White Pass held their graduation on Saturday, June 8, 2024 and two students announced they graduated with their high school diplomas and associates degrees from Centralia College.

Court Stanley attended the play *Next to Normal*.

Court will be representing the trustees for the exit conference on the recent audit on Wednesday, June 26, 2024.

Chris Thomas reported he is on the committee to select the Rob Fuller Scholarship winners through the Chamber. It has been discussed bringing the scholarship luncheon event to the college campus.

Chris attended the Centralia Scholarship Night on behalf of Dollars for Scholars. The college was there in force; the Thomas family scholarship is also awarded that night.

Annalee Tobey was the speaker at the Chamber's Business After Hours meeting this morning. Chris was unable to stay to hear her speech.

WA-ACT

No report given.

ACCT

The 2024 ACCT Leadership Congress will be in Seattle, Washington this year on Wednesday, October 23 through Saturday, October 26, 2024. The theme will be "Community Colleges as Catalysts: Cultivating Skills for the Future." All of the trustees are interested in attending this year; registration for the event will be done on Monday, July 1, 2024 at the beginning of the new fiscal year.

Court Stanley, along with Dr. Mohrbacher and participants from Grays Harbor College, will join in a panel at the event.

CC Foundation

No report given.

6. President's Report

Dr. Mohrbacher reported he will be attending a Government-to-Government Higher Education Summit with Washington tribes and college leaders on June 18. It will be held at the Evergreen Longhouse at the Evergreen State College. There are over 135 participants registered for the event. The vision of these summits is to advance local indigenous knowledge and improve access and pathways to post-secondary education and career and technical training. The State Board is working to have more regular relationships and conversations with tribal leadership across the state and there has been a number of regional meetings.

The task force working on adoption of a system-wide student success software platform reported that they had 11 responses from vendors after they issued a Request for Information (RFI). They will use what they have learned from the RFI to craft a Request for Proposals (RFP). The presidents will get another update on the timeline for this project at the Washington Association of Community and Technical Colleges (WACTC) retreat in July.

Dr. Mohrbacher reported he will not be chairing any committees next year at the WACTC president's meetings. He finished chairing his last WACTC Tech Committee meeting last month.

WACTC will be holding their retreat this year in mid-July. There are many things on the agenda but one day will be spent at Microsoft. The day will be spent talking with tech industry folks about jobs, AI, and a number of tech related items.

Dr. Mohrbacher extended an invitation to the trustees to attend a gathering at his home after commencement.

There will not be a professional photographer at graduation this year. This may speed up the graduation process.

The Northwest Athletic Conference (NWAC) director has proposed raising the maximum allowable tuition waiver for athletes to 100% in Washington State. Currently, the Washington waiver is 25%. If WACTC recommends this change, it would go to the State Board for approval. There will be more discussion on this subject at the WACTC retreat.

7. SAALT

Abigail Hansen, Student Advocacy Activities Leadership Team (SAALT) President, stated this is her last board meeting of the year. Abigail will be attending the College of Florida to study marine biology and play soccer next year.

Abigail introduced Joshua Pickett, a bachelors degree student and Marine Corps veteran, as the president of the 2024-25 SAALT team.

Abigail reported that May was a busy month. SAALT received 24 applications for the student leadership SAALT positions. They held 13 interviews to get the new team. Student positions are not determined by vote anymore; it is more job related now. The student comes to the interview with a prepared resumé and undergoes an interview with the current SAALT members.

SAALT hosted a mental health fair.

Spring Fest was held May 20 – 23, 2024 with several activities and different food trucks scheduled on a daily basis.

Yesterday was graduation cap decorating.

The trustees thanked Abigail for her service as president of SAALT for the 2023-24 academic year.

8. Faculty

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, commended Instruction on the Tenure & Retirement reception. Mark was impressed with the amount of people that attended.

9. Classified

Dusty Benedict, classified representative, had nothing further to report.

10. Instruction

Connie Smejkal, Vice President of Instruction, announced there will be six full-time tenure-track faculty members joining in the fall. Two of the new faculty are from Saint Martin's College.

Connie provided an explanation regarding criteria for College in the High School (CiHS) instructors. The instructors in the local area high schools should have the same credentials as college faculty and sometimes that can be challenging. The college should have a faculty member that will mentor a CiHS instructor; to go out to the schools, and do observations and help them.

11. Human Resources & Equity

Joy Anglesey, Vice President of Human Resources and Equity, had nothing additional to add to her report.

12. Student Services

Dr. Robert Cox, Vice President of Student Services, provided a Financial Aid (FA) update. FA has drawn down 2,600 Intuition Student Information Records (ISIR) from the Department of Education. Despite all the problems with the Free Application for Student Financial Aid (FAFSA), there is an increase in ISIR students that have applied to the college. Unfortunately, not a single student has had their application processed due to the problems within the system.

13. Administrative Services

Tariq Qureshi, Vice President of Finance and Administration, in the spirit of brevity, provided brief team highlights for the month of May.

Tariq commended the Business Office for a clean financial statement audit.

The finance team has begun the process of closing out the academic year and is looking forward to a clean year.

The facilities are busy preparing the grounds for commencement.

The bookstore is closing out on another good academic year; they just completed a clean inventory.

The Exit Conference with the auditors is scheduled for Wednesday, June 26, 2024. The meeting tends to be brief; only one trustee needs to attend the meeting. There is room for another trustee if one of them is so inclined.

14. Foundation

Christine Fossett, Associate Vice President of Advancement, thanked everyone who is planning to attend the Night of Celebration on June 20, 2024. Tim Browning has been selected as the 2024 Distinguished Alumni Award Winner and Larry McGee is the recipient of the 2024 Centralia College Foundation Legacy Award.

Letters were mailed to 431 students informing them that they will be receiving a scholarship. There are a few more applications to process, approximately 40 or 50 more, and the Foundation is working to find an appropriate scholarship for those students. Christine expressed appreciation for her board and other Foundation members for participating in scholarship awarding at the local area high schools.

Three local area high schools did not have any students submit an application for a Foundation scholarship. There is a plan in place to help these schools with the application process and encourage their students to apply.

15. New Business

Athletic Budget

Dr. Robert Cox, VP of Student Services, explained Senate bill 6493 requires public colleges and university boards to approve athletic budgets at a public hearing or meeting each year. There were two noteworthy changes to the athletic budget this year due to inadequate funding of these items in the past:

The proposed budget represents similar expenses from the previous year except for:

- The per diem expenses for students lodging and food/incidentals has been increased to allow for the full amount.
- Costs for referees has increased.

Dr. Mohrbacher added that the athletic budget is brought to the trustees for approval but the approval for the Services and Activities (S&A) budget was delegated to the president. The president approves the budget after SAALT approves it. The athletic budget is a subset of the S&A budget; it may be of interest to the trustees to know what the students fund and how they do it. A discussion with the new SAALT leadership regarding a study session or a presentation may be a good idea. SAALT can explain everything that their budget funds.

It was MOVED BY Mark Scheibmeir THAT THE BOARD HAVING FULFILLED THEIR OBLIGATION TO REVIEW THE ANNUAL ATHLETIC PROGRAM BUDGET ACCEPT THE BUDGET AS PRESENTED BY THE CENTRALIA COLLEGE ATHLETIC DEPARTMENT. THE MOTION CARRIED UNANIMOUSLY.

Emeritus

Dr. Mohrbacher announced that the Emeritus Committee met and recommended four nominees be granted the title of emeritus. The candidates met the qualifications for emeritus status and all are worthy of a lifelong affiliation with Centralia College.

It was moved and unanimously passed, that the Board of Trustees, after having considered the recommendation of the president and emeritus committee, award emeritus to BOB PETERS, effective June 2024.

It was moved and passed, that the Board of Trustees, after having considered the recommendation of the president and emeritus committee, award emeritus to LAURA MARTINEZ, effective June 2024.

It was moved and passed, that the Board of Trustees, after having considered the recommendation of the president and emeritus committee, award emeritus to WADE FISHER, effective June 2024.

It was moved and passed, that the Board of Trustees, after having considered the recommendation of the president and emeritus committee, award emeritus to DR. SUSANNE WEIL, effective June 2024.

Dr. Mohrbacher stated that the nominees will be notified immediately and this information will also be announced at the graduation breakfast.

Fiscal Year 25 Budget

Tariq Qureshi, Vice President of Finance and Administration, requested approval of the budget for fiscal year 2024-25.

It was MOVED BY Annalee Tobey, THAT AFTER REVIEWING THE PROPOSED FISCAL YEAR 2024-25 OPERATING BUDGET, THE BOARD OF TRUSTEES ACCEPT THE BUDGET PLAN AS PRESENTED BY VICE PRESIDENT QURESHI. THE MOTION CARRIED UNANIMOUSLY.

5.025 Acting President

Dr. Mohrbacher provided policy 5.025 for review. This policy specifically requires that an acting president be appointed if the college president is out of the country. Dr. Robert Cox has agreed to be acting president for the two weeks that Dr. Mohrbacher will be out of the country.

It was MOVED BY Mark Scheibmeir THAT IN ACCORDANCE WITH POLICY 5.025; ACTING PRESIDENT, BECAUSE PRESIDENT MOHRBACHER WILL BE TRAVELLING OUTSIDE OF THE U.S., THE BOARD APPOINTS DR. ROBERT COX, VP OF STUDENT SERVICES, TO SERVE AS ACTING PRESIDENT FOR THE PERIOD BEGINNING JULY 22, 2024 THROUGH AUGUST 6, 2024. THE BOARD CHAIR MAY EXTEND THE APPOINTMENT FOR UP TO THREE EXTRA DAYS IF NEEDED.

DURING THIS PERIOD, ACTING PRESIDENT COX WILL BE ASSIGNED TO CARRY OUT ANY DAILY DUTIES OF THE PRESIDENT THAT MAY OCCUR AND ARE NECESSARY FOR THE CONTINUING OPERATION OF THE COLLEGE. SHOULD ANY UNUSUAL OR EXTRAORDINARY DECISIONS OR ACTIONS BE NECESSARY DURING THIS PERIOD, ACTING PRESIDENT COX IS DIRECTED TO CONSULT WITH THE BOARD CHAIR OF PRESIDENT MOHRBACHER, AS AVAILABLE.

THE MOTION CARRIED UNANIMOUSLY.

Board Retreat Agenda

Dr. Mohrbacher requested input on the June 27, 2024 board retreat agenda. Dr. Mohrbacher suggested:

- 1) Strategic planning implementation and reporting
- 2) Community Engagement – environmental scans, etc.
- 3) Monthly Board reports – content and structure
- 4) Trustee Professional development – are there things that you would like to know more about?
- 5) Study session topics

Dr. Mohrbacher asked if there were any further suggestions or recommendations for the summer retreat agenda.

The trustees will be having their retreat Thursday, June 27, 2024.

Land Acknowledgment

Thalia Vaillancourt, Director of Equity and Inclusion, provided a report on the recent development of a land acknowledgment.

Thalia reported the Justice, Equity, Diversity, and Inclusion (JEDI) Committee, the Student Advocacy Activities Leadership Team (SAALT), and campus feedback provided a collaborative environment.

Thalia noted that not everyone thought developing a land acknowledgment was a good idea, however, the majority of those providing feedback thought that it was a positive step in the right direction.

The proposed land acknowledgement is currently with the Chehalis tribe. Thalia read the acknowledgement and asked for feedback.

Mark Scheibmeir stated:

- The acknowledgment, as currently written, is too long. A listening audience is less tolerant than a reading audience.
- With the identification of only three tribes in the document, by exclusion, other tribes within our area may be offended. Mark suggested a more global recognition of regional tribes.
- Sometimes, disrespect could be inadvertent by not fully engaging all the regional tribes in the process of creating a statement. Engaging all of the surrounding tribes could encourage investment in the process.

Pretrina Mullins added that she thought both a shorter and longer version of the land acknowledgment could each have a place. It may also be a good idea to encompass the different land areas in Lewis County.

Dr. Mohrbacher added that feedback on a land acknowledgement has varied greatly. Some tribes are invested and want to provide feedback. Others are not as interested and wish the college luck. This is a process that will need to continue to evolve.

Dr. Mohrbacher suggested a motion that states the college should have a process for regularly using a land acknowledgement.

It was MOVED BY Annalee Tobey THAT THE BOARD INSTITUTE A LAND ACKNOWLEDGEMENT TO BE DEVELOPED, BE ADOPTED, AND BE PRESENTED AT COLLEGE EVENTS AND FUNCTIONS IN THE FUTURE. THE MOTION CARRIED.

Tuition Increase

Dr. Mohrbacher reported that the State Board for Community and Technical Colleges (SBCTC) has approved a tuition increase. The impact to resident and non-resident students will be a 3% increase. There is also an ongoing discussion regarding restructuring tuition. Should a student pay the same amount for each credit? How many credits can a student take before getting a bulk discount?

Dr. Mohrbacher stated that the vote on this topic is symbolic. The increase will take place regardless of the trustee vote.

It was MOVED BY Pretrina Mullins THAT THE BOARD OF TRUSTEES APPROVE THE STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES (SBCTC) TUITION INCREASE OF 3.0% FOR 2024-25. THE MOTION CARRIED UNANIMOUSLY.

2024 Master Plan Approval

Tariq Qureshi, Vice President of Finance and Administration, provided an update to the college's master plan. The previous master plan was approved in 2017.

Dr. Mohrbacher added that the new map incorporates the changes that have happened since the 2017 map.

No potential future building sites have been added or identified. There is currently a backlog of capital projects going back 12 years. This plan is a five-year plan. If Centralia College gets a project on the list, it is more likely to be a remodel project rather than a new building.

The Teacher Education and Family Development (TEFD) building, Collegiate Housing International (CHI), and Cedar Street Park are marked on the map. The labels have been upgraded to include changes such as the athletic field.

It was MOVED BY Pretrina Mullins THAT THE BOARD OF TRUSTEES APPROVE THE FUTURE CAMPUS MASTER PLAN AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

16. Old Business

Strategic Planning

Fia Eliasson-Creek, Executive Director of Institutional Research, provided an overview of strategic planning dashboards, operationalizing the strategic plan, and Key Performance Indicators (KPIs). All of these tools will help track the college's progress from year to year in key areas.

The dashboard will be available on the college Institutional Research SharePoint site. This is where the objectives and the goals will be tracked every year. This will also provide the opportunity to track progress on a year-to-year basis.

As the strategic plan is implemented, a spreadsheet will track strategies. It will depend on what the goal and objective is; in some areas a collaborative team from across campus may be working on the goal and/or objective. The college needs to determine what is expected as an outcome. Things to consider when reviewing outcomes:

- Is there a target in terms of a number?
- Is there a percentage of what we want to achieve?
- What is the progress?
- Any updates or results?
- Any issues that need addressing?

This should be in place for each of the goal and objective areas.

Key Performance Indicators - five areas were identified:

- Enrollment
- Student Success
- Post College Success
- Employee
- Budget

The KPIs will help track performance from quarter to quarter and year to year. It will also help track what is working and what is not.

The dashboard will provide the ability to “drill down” for disaggregated data. Examples of how the data can be separated include gender, race, ethnicity, low-income status, and first-generation students.

President’s Cabinet recently identified 41 processes/operations that could be more effective and efficient. Questions asked regarding the processes/operations are:

- What will change?
- Who does this impact?
- What are the consequences?
- What barriers or gaps can be addressed?

Accreditation

Fia Eliasson-Creek, Executive Director of Institutional Research, reported there will be a site visit from the Northwest Commission on Colleges and Universities (NWCCU) April 9 – 11, **2025**. A team will visit campus to evaluate Standard One which includes 1) mission fulfillment, 2) institutional effectiveness, 3) student achievement, and 4) student learning.

NWCCU requested additional information from the Policies, Regulations, and Finance Review (PRFR) report submitted earlier this year. NWCCU requested additional information on:

1. Academic Advising – How is it assessed?
2. Fraudulent Students - How does the college determine fraudulent students and how are those accounts handled?
3. An updated campus facilities master plan.

The college will know by the NWCCU June meeting if there is any additional information needed.

The next report is due to NWCCU on February 3, 2025; approximately eight weeks prior to their April campus visit. There may be up to five or six evaluators on campus, each with an area to focus on.

There is still an unresolved recommendation on student outcomes assessment and student achievement. The college will need to demonstrate that there is available data and run comparisons to peer institutions. College peers have been identified in Washington, Alaska, Oregon, Idaho, Nevada, Montana and Utah.

A team will convene this summer to review different campus areas and begin writing the report.

The college will need to define how the college mission is met. To put it succinctly, how is mission fulfillment defined by Centralia College?

The Key Performance Indicators (from the Strategic Plan) focus on outcomes. Are students being retained, graduating, transferring, and starting employment? The evaluators will want to focus on these outcomes and how the outcomes are tied to the strategic plan and its objectives. That work will continue this summer.

Accreditation is all about continuous improvement. It all comes down to the college mission and our students; are the students successful?

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; or considering the sale or acquisition of real estate. At 5:33 pm board members moved into executive session to consult with legal counsel about current or potential litigation, and to review the performance of public employees. The Board will be in Executive Session until 6:10 p.m. unless notified that the time is extended.

The Board is extending the Executive Session until 6:20 p.m.

The Board has adjourned the Executive Session and reconvenes in Open Session. The time is 6:20 p.m.

The Board will proceed with the final agenda items.

18. Action from Executive Session

There was no action from executive session.

19. Announcement of Upcoming Meeting Date and Place:

August Board Meeting

Dr. Mohrbacher requested a decision regarding the August Board meeting.

It was MOVED BY Court Stanley THAT THE BOARD CANCEL THE AUGUST BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

20. Board Elections

It was MOVED BY TRUSTEE MARK SCHEIBMEIR TO ELECT ANNALEE TOBEY THE POSITION OF CHAIR OF THE BOARD OF TRUSTEES FOR THE 2024-25 YEAR. THE MOTION PASSED UNANIMOUSLY.

It was MOVED BY TRUSTEE MARK SCHEIBMEIR TO ELECT PRETRINA MULLINS TO THE POSITION OF VICE CHAIR OF THE BOARD OF TRUSTEES FOR THE 2024-25 YEAR. THE MOTION PASSED UNANIMOUSLY.

21. Announcement of upcoming Meeting Date and Place.

The board retreat will be held at: 3512 Gravelly Beach Loop Northwest, Olympia, WA 98502 on Thursday, June 27, 2024.

22. Comments

23. Adjournment:

The meeting adjourned at 6:26 p.m.

APPROVED:

Court Stanley, Board Chair

Dr. Bob Mohrbacher, Board Secretary