

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

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

**Study Session/Regular Meeting
May 9, 2024
3:00 P.M.**

MINUTES

- **Study Session**

Key Performance Indicators – Fia Eliasson Creek

Fia Eliasson-Creek, Executive Director of Institutional Research, gave a PowerPoint presentation on Key Performance Indicators (KPIs).

Fia explained the difference between a KPI and a strategic plan objective. Strategic plan objectives show progress towards achieving strategic goals while key performance indicators show how the college is performing in key areas over time.

The objectives are narrowly focused on a very specific thing that needs to change. Objectives track progress in achieving a goal whereas the KPIs take the pulse of the institution. KPIs tell what is happening but not why something is happening.

When selecting meaningful KPIs there are several things to consider.

1. Availability of data
2. Timely access to data
3. Reporting cycle for external data sources
4. Small numbers (suppression to protect student privacy)
5. Different criteria

Fia explained the above five items; that access to available data and when and how data is accessed is always something to consider. The college deals with a lot of small numbers such as transfer rates for certain populations; if a group is less than 10 in number, the data is suppressed. Small numbers can change the percentages quickly. Different criteria from different agencies, such as the federal government versus state requirements when reporting graduation rates or fall to fall retention rates.

The college is considering KPI criteria in five different areas:

1. Enrollment
 - Student type (categories) (state, RS, etc.)
 - Demographics
 - Pathways
 - High school direct enrollment
 - Parity to high school student population demographics
2. Student Success
 - Retention
 - 1st quarter to 2nd quarter
 - 1st year to 2nd year
 - Credits attempted versus completed in first year
 - Transition from pre-college math and English to college-level math and English

- Transition from basic skills to college-level
 - Math and English course completion and progression (by modality)
 - Student learning outcomes (college competencies)
 - Completion/Graduate Rate
 - 3-year (SBCTC)
3. Post College Success
 - Transfer to 4-year institutions
 - Employment outcomes/Job Placement
 4. Employee
 - Employee diversity vs student diversity vs. community diversity
 - Employee FTE to student FTE ratio
 - Employee satisfaction (to be added at a later date)
 5. Budget
 - Budget efficiency
 - Cost (total budget) per FTE (state & contract)

All of this information will be available on SharePoint where it can be used as a management tool for decision making.

Dr. Mohrbacher inquired how the trustees would like to receive this information. It could be in the form of a monitoring report, quarterly report, or one or two data points presented per meeting. KPI delivery can be discussed at the board retreat; how is it most useful and digestible to the trustees?

Court Stanley asked what the action plans are; what is the goal with each of the KPIs and what should they look like?

Dr. Mohrbacher added that the college is focusing on a trend, hypothesizing what might be the cause of that trend, and exploring the data further to determine whether the hypothesis makes sense.

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 (via WebEx)

3. Introductions/Presentations:

Emmy Kreilkamp, Drama Professor, introduced the actors and described the spring musical, *Next to Normal*. The play, an intense rock musical, explores how one suburban household copes with mental health crises.

Emmy Kreilkamp thanked everyone for the opportunity to perform and encouraged everybody to attend the spring production. The play will be opening on Friday, May 10 and closes on May 19, 2024. The play will be in Corbet Theater.

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

- Van Nguyen
- Valerie Varner

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 April 11, 2024 AS PRESENTED. THE MOTION CARRIED UNANIMOUSLY.

Policy Governance

Policy Updates

Dr. Mohrbacher reported Institutional Effectiveness (IE) passed fifteen policies on their second reading at their May 1, 2024 meeting. 1.070 State Ethics Law, 1.120 External Funding, 1.270 Receipt of Money, 1.360 Travel Regulations, 1.XXX Human Subjects, 2.305 Certification of Personnel, 2.415 Holidays, 2.450 Release Time Wellness, 2.502 Staff Recognition, 3.090 Classroom Lab Safety, 3.135 Credit Hour Equivalence, 3.200 Honoraria for Faculty Speakers, 3.220 New Course Adoption, 4.155 Student ID Number, and 1.185 Mobile Device Policy. Three policies came under review as first reading; they will be discussed at the June 5, 2024 IE meeting. Two policies were deleted for redundancies.

Dr. Mohrbacher added that the policies are available for review by the trustees if so inclined. The policies are made available on the college website usually within a week after passage at IE. [Centralia College Policies](#)

5. Trustee Reports

Chris Thomas reported he attended the home baseball game vs. Clark College Saturday, April 20 and also attended Centralia Activities Athletics Facilities Foundation dinner/auction in the TAC Saturday, April 27.

Chris reported he is currently in Code Triage at St. Peter Hospital due to a patient surge. The patients are admitted to the emergency department before transferring to one of the rooms/floors. This doesn't happen very often and rarely in Centralia.

Chris added that Annalee Tobey will be the featured speaker at the June Chamber of Commerce monthly meeting where she will provide an update on the projects at Experience Chehalis.

Annalee Tobey spoke with Carmen Van Tuyl regarding the Running Start program and upcoming changes.

Annalee attended the ACT Conference last week in Yakima. The conference was a great opportunity to network with other trustees from around the state. There were good panel discussions and Annalee especially enjoyed the discussion on Workforce Development.

Yakima Valley Community College provided tours of their different areas; they have an artist wing, veterinary clinic, and automotive section.

Dr. Mohrbacher added that all the professional technical programs have an Advisory Council made of industry professionals.

Mark Scheibmeir attended the ACT Spring Conference as well and reported that it was beneficial to spend time with other trustees from across the state.

Mark also attended the Centralia College Foundation Annual Planning meeting where members discussed goal setting and plans for the upcoming year.

Pretrina Mullins attended the ACT Spring Conference and reported it was a good experience and connection with the other trustees.

Pretrina also attended a Washington Education Association (WEA) representative assembly in Spokane on April 11 – 13, 2024. Many people attended to represent the teachers, instructors, and professionals.

May 1st was Decision Day at White Pass; approximately 5 of the 22 graduating students will be enrolling at Centralia College.

Court Stanley reported he attended the Centralia College Foundation Annual Planning meeting where members discussed goal setting and plans for the coming year.

WA-ACT

The 2024 ACT Spring Conference was Thursday, May 2 and Friday, May 3 at the Yakima Valley College Conference Center in Yakima, WA. Mark Scheibmeir, Pretrina Mullins, Annalee Tobey and Dr. Mohrbacher attended the event.

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.” Any trustees interested in attending need to let the President’s Office know; registration can be done on Monday, July 1, 2024 at the beginning of the new fiscal year.

Court Stanley, along with Dr. Mohrbacher and Grays Harbor College, will participate in a panel at the event. They are submitting that presentation proposal. That aspect alone should provide enough motivation for all the board members to want to attend the conference.

CC Foundation

No report given.

6. President's Report

Dr. Mohrbacher reported the Capital Budget Committee has developed a Legislative proposal for next year's session. The proposal would make Centralia College's Teacher Education and Family Development Center (TEFD) number 10 on the list of 12 major projects for the 2025-27 biennium. If this proposal is fully funded, the funds for construction would be available July 1, 2025. This plan requires a Legislative appropriation of more than \$600 million dollars. Typical capital allocations have been in the \$400K-\$500K range in recent years. If this is approved, the results will not be available until the end of the Legislative session next spring.

John Boesenberg, former interim VP of Human Resources, is assisting the State Board for Community and Technical Colleges. He will be acting as interim Deputy Executive Director for Business Operations for Choi Halliday who is out on extended medical leave.

Dr. Mohrbacher attended the Washington Campus Coalition for the Public Good April 19, 2024. A discussion with the two-year and four-year presidents and chancellors focused on the reputation of higher education. There are some problems with how the media reports student debt, the cost of a higher education, and whether a college education is worth it. The data clearly demonstrate that people who have a college education earn more money in their lifetime and tend to have better health. We are trying to dispel some of the myths out there.

The Northwest Commission on Colleges and Universities (NWCCU) has set the date for the campus evaluation visit next year for April 9-11, 2025. Accreditation will be added to the board agenda as a standing item for next year.

Janet Reaume added that prior to the June 13 board meeting, there will be a Tenure & Retirement reception from 1:30 to 3:00 pm in TransAlta Commons B & C. Janet will send out reminders to the trustees.

7. SAALT

Abigail Hansen, Student Advocacy Activities Leadership Team (SAALT) President, reported the leadership team has reviewed the student budget for 2024-25 and has submitted the document for approval.

The area formerly known as "The Pit" has new furniture.

Spring Fest will be held May 20 – 23, 2024 with several activities planned.

8. Faculty

Mark Gorecki, faculty representative, Centralia College Federation of Teachers President, encouraged everyone to attend the Tenure & Retirement reception prior to June's board meeting. It's an annual event and it is open to everyone.

9. Classified

Dusty Benedict, classified representative, had several things to report for April.

J Mott will be starting into his Master's in Adult Education at Eastern Washington University in the fall.

The Cashier/Student Financials Office is working to fill the Cashier 2 position recently vacated. Interviews should begin soon.

The Cashier's Office has collaborated with Work Source Funding to finalize their request for additional Basic Food Employment and Training (BFET) Program money for the Federal Fiscal Year 2024 and will be starting on their numbers for the Federal Fiscal Year 2025 in May.

The Cashier's Office has worked with the State Board for Community and Technical Colleges (SBCTC) and the Assistant Director of Business Services to begin the process of tuition, term fee rollovers, and updates for the upcoming 2024-25 school year. Upon completion, the numbers will be tested in various enrollment scenarios to ensure accuracy.

The Cashier's Office has worked with the SBCTC regarding collections of past due accounts within new laws and guidelines. The SBCTC has requested information regarding prioritizing goals and the Student Financial Responsibility Agreement is coming in at number one.

Susan Clark attended a Purchasing Affairs Council (PAC) meeting and learned information regarding the close of the fiscal year and P-cards.

The Payroll Department will be attending the Human Capital Management (HCM) Users Group Spring Meeting at Big Bend Community College May 8-10. Discussion will focus on a few topics including paid family medical leave (PFML), out-of-state employees, and legislative updates.

10. Instruction

Connie Smejkal, Vice President of Instruction, announced that she received notice that Lyz Grant, Dean of Corrections Education, has submitted her notice of intent to retire. Dr. Liselotte Thompson has agreed to serve as interim Dean of Corrections in addition to her Transitional Studies and CC East duties. Dr. Thompson will start her additional responsibilities July 1st through December 31, 2024.

Additionally, one of the graduates from the Bachelor of Applied Science Teacher Education (BAS-TE) has signed a two-year teaching contract in India.

There has been a baby beaver sighted on campus; no one is sure if there is a family that accompanies the small genus Castor.

11. Human Resources & Equity

Joy Anglesey, Vice President of Human Resources and Equity, attended the Work Human Live conference on April 14-18 in Austin, Texas. The keynote speakers were excellent and many things were learned on topics of Diversity, Equity and Inclusion (DEI), performance management, and the realities of Artificial Intelligence (AI) in the workplace.

The College hosted a Sexual Assault Awareness Month speaker series in April. There were four different speakers who spoke each week on the topic.

April marked the roll out to the new supervisor training program at the college. These training courses were mandatory for anyone who supervises other employees on campus. The topic for April was “The Importance of Documentation”. The training was held three separate times during the month to ensure that everyone could attend. Fourteen other colleges attended with a total of 125 people in attendance. This was exciting and the training was met with a positive response.

Joy attended Human Resource management Commission (HRMC) in Walla Walla last week. HRMC members were able to see the Walla Walla Animal Husbandry and Cattle programs and their interconnection to the culinary program. The students experienced the farm to table sustainability and learn where food comes from. That was really interesting to see.

Centralia College will be hosting HRMC in August.

The new Title IX rules will take effect August 1, 2024.

12. Student Services

Dr. Robert Cox, Vice President of Student Services, provided a couple of quick updates.

The Department of Education (DOE) unexpectedly changed the due date for the TRIO Student Support Services (SSS) grant from September to July 15, 2024. No rationale was provided for the change.

Dr. Cox is participating in the Clery Training May 8 – 10, 2024; the fine for any Clery violations has increased to \$69,000 per incident.

Dr. Cox was the guest speaker at the Rob Fuller luncheon for the top twenty-five Centralia and Chehalis high school seniors who were awarded scholarships at the event. The majority of the students will be attending Centralia College; the next college students selected was Washington State University.

13. Administrative Services

Tariq Qureshi, Vice President of Finance and Administration, provided some team highlights for the month of April.

The bookstore is doing an amazing job. Sales were up for the month; a 19% increase over last year. The largest increases were in supplies.

Food Services sales surpassed last year.

The Budget Office has completed training with the Tableau Dashboard. With that task well underway, work has begun on the FY25 departmental budgets.

The college has started hosting the Centralia Farmers Market on campus. The market is open from 11:00 a.m. to 4:00 p.m. every Friday. Tariq commended the facilities, grounds, and custodial employees for their attention to detail and customer service with the event. There was good feedback regarding the venue and a good response from the community.

Information Technology Services (ITS) has deployed Arctic Wolf; they are considered a leader in security awareness. The campus will soon receive emails from the

Managed Security Awareness platform. These emails are safe and will include links to interactive sessions that should only take about 2-3 minutes to complete. The initial session will introduce essential security awareness concepts, helping everyone improve knowledge and vigilance. A new session will be sent to the campus every few weeks.

ITS has also engaged with Managed Detection and Response (MDR) which is monitoring the campus IT system and providing 24/7 surveillance for threat response.

Safety and Security will be hosting an Alert, Lockdown, Inform, Counter, Evacuate (ALICE) training in the Transitional Services Building (TSB) on Friday, May 24th from 9 a.m. to noon. There will be enough room for 9 to 12 people to participate in the training. Jared Cunningham, manager, would like to provide this training opportunity at least once per quarter.

14. Foundation

Christine Fossett, Associate Vice President of Advancement, reported that Brendan Vandervele is the Foundation president next year. Brendan would like to theme the upcoming year as looking to the future while tying it to the college's 100th year anniversary.

May 10, 2024 is Foundation Night at the Theater. The Foundation invites guests and donors to come and enjoy the play and meet staff at the pre-event reception. The Foundation Night with the Jazz Band will be Wednesday, June 5.

Foundation board members will be attending scholarship nights at the various high schools to award scholarships. New staff members are collaborating with Blackbaud to understand the scholarship software; it has been a steep learning curve for newer Foundation employees.

The City of Centralia had a backlog of sign permits to approve; it is hopeful the sign permits for the athletic field will be approved this week so that the signs can be installed along the fence line.

Batting cage construction was completed at the end of April and should be ready for the teams to use for baseball and softball practice. An invitation to view the batting cages will most likely be sometime in June after a few minor items are finished.

Kary Sathre, Collegiate Housing International resident advisor, reported the reservations for fall are coming in quickly and she has generated a waiting list for general students. It is anticipated that the Silver Street apartments will be needed for student housing this fall.

In May of 2012, TransAlta awarded the Mossyrock kindergarten students each \$2,500 for their scholarship project with TransAlta's eco-challenge project. These students will receive the \$2,500 upon graduation in 2025. These students will be graduating soon and some will be enrolling at Centralia College.

15. New Business

100 Year Celebration

Dr. Mohrbacher provided a visual presentation of a few 100-year celebration college logos that could be used in the upcoming celebration. The trustees were asked if there was a preference for a particular logo design.

The committee is working on mapping out celebratory activities over the entire year. There are several activities planned for the fall months and during commencement, but it would be preferred to evenly distribute the workload over the year.

Board Retreat Agenda

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

- 1) Strategic planning discussion and the next steps putting the strategies in order
- 2) Perhaps discussion regarding study session topics for the next year
- 3) Environmental scans or something similar
- 4) A community engagement activity
- 5) Discussion in regards to any topics that are not discussed at regular meetings

Dr. Mohrbacher suggested that he provide a draft agenda and send it out for feedback and recommendations prior to the next meeting.

The trustees suggested exploring the various grants that are available and reviewing other grant opportunities. The other request was to understand more about the Workforce area and perhaps host an annual event for all the advisory committee members.

Financial Aid Strategies

Dr. Robert Cox provided a recap of Financial Aid (FA) and suggested fixes that have been discussed by the State Board. There were quite a few strategies (approximately 500), however, Centralia College would like to maintain stability for the students.

The following recommendations have been developed by Financial Aid staff based on the statewide strategies worksheet.

- VP Student Services Champion: VP would work with Presidents cabinet to secure resources and coordinate ongoing efforts from the leadership level. As needs change or new issues emerge, the VP would work collaboratively with the FA Director to develop and launch strategies.
- Emergency grant for non-tuition expenses. Funds could come from the Student Emergency Assistance Grant (SEAG), Supporting Students Experiencing Homelessness (SSEH), or available institutional funds
 - More funding available for summer and fall and less for winter and spring
 - All SEAG funds would be distributed until gone
 - There are institutional funds if the other funds run out
 - When SEAG funds are gone, institutional funds will be invested
 - Provide food subsidies through the cafeteria that can be allocated through the SEAG process
 - Finance & Administration will work with Auxiliary Services on this

- Tuition Payment plan flexibility (Business Office to develop and implement plan)
 - Low down payment
 - Entire quarter to pay, not monthly
 - No fees
 - Risk: applies to all students
 - The Business Office will develop a flexible process
- Bookstore flexibility for students with FA hold
 - **Option 1:**
 - Identify Foundation or college resources specifically to fund text books for students who have FA hold on their accounts. To be allocated through the SEAG process
 - **Option 2:**
 - students pick up books and charge to their account
 - Payment would clear when aid is distributed
 - Student would have to sign a form acknowledging books would be paid for when the award is made
 - Option two is preferred if the bookstore can find a streamlined way to manage the process.
- Place FA holds on all students with a determined SAI so they are not dropped for non-payment (-1500 to 0 are full qualifiers)
 - Wait to make our drop for non-payment until July 8th (census day) in order for the maximum number of students to get payment plans established
 - Aggressively communicate to those who have not paid prior to that day through already established communication process
- Unique messaging for students (Carrie Powell):
 - How the payment plan is promoted to non-FA students
 - Facebook
 - Web page
 - Student emails
 - Returning students need to submit the FAFSA
 - Canvas
- Close office:
 - Close FA office June 10-28
 - Close FA every Thursday for the summer starting July 11th
 - Identify if Thursday is the best day or choose Tuesday or Wednesday so FA isn't closed too many days in a row
 - Create auto messages via email and phone
 - Messages to other offices phones too
 - Have a person at the front counter (hopefully FA person)
 - Train the welcome desk to provide additional support
- Approve overtime for key staff members

If the college over-awards students due to faulty data from the Department of Education (DOE) gives us faulty data, the regular budget may be exceeded in order to meet this emergency situation.

It was MOVED BY Mark Scheibmeir THAT THE BOARD UNDERSTANDS THE COLLEGE MAY EXCEED THE REGULAR BUDGET IN ORDER TO MEET THIS FINANCIAL AID EMERGENCY SITUATION. THE MOTION CARRIED UNANIMOUSLY.

Dr. Mohrbacher added that a particular fund has been identified and is currently in a lost revenue account set aside for this purpose. Currently, there isn't a good way to estimate how much might be spent. There will be a better idea what may be needed after summer quarter. By fall quarter, there should be a fairly accurate idea of what is need and the administration will keep the trustees updated.

One of the things that slows down FA processing is when students request information about their award. Often times, FA is waiting for additional information from those students. Staff members must then look up the information to answer questions. The best way to manage the workload may be to close the FA office to allow employees to work on the awarding process.

Dr. Cox commended Tracy Dahl, Financial Aid Director, for handling this situation at Centralia College while also serving on the statewide task force.

16. Old Business

Strategic Planning

Fia Eliasson-Creek, Executive Director of Institutional Research, received notification from Northwest Commission on Colleges and Universities (NWCCU) that additional information is needed for 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 report was submitted to NWCCU on Wednesday, May 9, 2024. The college will know by the NWCCU June meeting if there is any additional information needed.

There will be a site visit from NWCCU on 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. The NWCCU Team will most likely want to speak to the trustees as well as members of Instructional Council, Assessment Committee, and Institutional Effectiveness.

The draft objectives went to Institutional Effectiveness for a second reading. There was some discussion about the enrollment at 2,471. It might be too low because the college is already at 80% of reaching that target. It was suggested to raise the enrollment target to 2, 700 and was approved by IE.

It was MOVED BY Pretrina Mullins THAT THE BOARD APPROVE THE INCREASE IN ENROLLMENT NUMBERS FROM 2,471 TO 2,700 IN THE STRATEGIC GOAL OBJECTIVE 1.1.1. THE MOTION CARRIED UNANIMOUSLY.

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 5:24 pm board members moved into executive session for the purpose of consulting with legal counsel regarding agency litigation and review of the performance of public employees. The executive session is expected to last approximately twenty-five minutes; no action is expected as a result of the executive session. The board reconvened into open session at 5:40 pm.

18. Action from Executive Session

There was no executive session.

19. Announcement of Upcoming Meeting Date and Place:

The next board meeting will be Thursday, June 13, 2024 via WebEx and Centralia College Boardrooms, Centralia, WA.

20. Comments

Adjournment

The meeting adjourned at 5:42 p.m.

APPROVED:

Court Stanley, Board Chair

Dr. Bob Mohrbacher, Board Secretary